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To: Cllr Clive Carver (Chairman)

Councillors: Marion Bateman, Paul Cunningham, Peter Curtis, Andy Dunbobbin, Robin Guest, Ron Hampson, Richard Jones, Brian Lloyd, Richard Lloyd, Vicky Perfect, David Roney, Ian Smith, Nigel Steele-Mortimer and Arnold Woolley

8 April 2016

Dear Councillor

You are invited to attend a meeting of the Corporate Resources Overview & Scrutiny Committee which will be held at 10.00 am on Thursday, 14th April, 2016 in the Delyn Committee Room, County Hall, Mold CH7 6NA to consider the following items

A G E N D A

1 APOLOGIES

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

Purpose: To receive any Declarations and advise Members accordingly.

3 MINUTES (Pages 3 - 16)

Purpose: To confirm as a correct record the minutes of the meeting held on 17th March 2016 (copy enclosed).

4 EMERGENCY PLANNING SERVICE UPDATE (Pages 17 - 46)

Report of Chief Executive and Regional Service Manager enclosed. Portfolio of Cabinet Member for Corporate Management

Purpose: The Committee to receive an update from Emergency Planning

5 **REVENUE BUDGET MONITORING 2015/16 (MONTH 10)** (Pages 47 - 82)

Report of Corporate Finance Manager enclosed. Portfolio of Leader of the Council and Cabinet Member for Finance.

Purpose: To provide the latest revenue budget monitoring information for 2015/16 for the Council Fund and Housing Revenue Account based on actual income and expenditure as at month 10 and projected forward to year-end based on the most up to date information available.

6 **PRESENTATION BY REGIONAL DIRECTOR OF BT**

Purpose: To receive a presentation from Miss Alwen Williams, Regional Director of BT

7 **FORWARD WORK PROGRAMME** (Pages 83 - 88)

Report of Member Engagement Manager enclosed.

Purpose: To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.

Yours faithfully



Peter Evans
Democracy & Governance Manager

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE **17 MARCH 2016**

Minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee of the Flintshire County Council held at County Hall, Mold on Thursday, 17 March 2016

PRESENT: Councillor Clive Carver (Chairman)

Councillors: Marion Bateman, Paul Cunningham, Peter Curtis, Andy Dunbobbin, Robin Guest, Ron Hampson, Richard Jones, Brian Lloyd, Richard Lloyd, Vicky Perfect, David Roney, Nigel Steele-Mortimer and Arnold Woolley

APOLOGY:

Councillor Billy Mullin – Cabinet Member for Corporate Management

CONTRIBUTORS:

Councillor Aaron Shotton – Leader and Cabinet Member for Finance, Chief Executive and Chief Officer (Governance)

For minute number 89

Superintendent Alex Goss from North Wales Police

For minute number 91

Finance Manager – Corporate Accounting and Systems and Technical Finance Manager

For minute number 93

Interim Human Resources and Organisational Change Manager

IN ATTENDANCE:

Member Engagement Manager and Committee Officer

87. DECLARATIONS OF INTEREST

No declarations of interest were made.

88. MINUTES

The minutes of the meeting of the Committee held on 18th December 2015 (budget - am), 18th December 2015 (budget – pm), 29th January 2016 (budget) and 11th February 2016 had been circulated to Members with the agenda.

ACCURACY

18th December 2015 – pm meeting

Councillor Richard Lloyd requested that the name Brian Mullin be change to read Billy Mullin in the apologies section.

29th January 2016

Councillor Robin Guest asked for the heading of the minutes and the date of the meeting to be correctly reflected in the body of the minutes.

MATTERS ARISING
11th February 2016

Councillor Richard Jones referred to page 22 and the clarification he had sought on the efficiency measure for minor adaptations. He felt that further explanation should be provided in reports where efficiencies had not been achieved but had been replaced. In response to a comment from the Chief Executive, Councillor Jones confirmed that he had received an explanation following the meeting but he felt that it was important that the information was provided in the report. The Chief Executive replied that this could be included in future reports.

RESOLVED:

That subject to the suggested amendments, the minutes be approved as a correct record and signed by the Chairman.

89. 101 SERVICE PRESENTATION BY NORTH WALES POLICE

The Member Engagement Manager introduced Superintendent Alex Goss from North Wales Police. He reminded the Committee that a discussion on the 101 phone service had taken place during the attendance at the meeting by the Police & Crime Commissioner, Mr. Winston Roddick, in December 2015. As a result of that meeting a presentation on the 101 service had been requested.

Superintendent Goss provided a detailed presentation which covered the following areas:-

- Operational Support Services (OSS)
- Calls and Incidents recorded in 2015
- Communications Operators
- Contact (Voice)
- Other Means of Contact
- Web Chat
- POD
- What happens with a call?
- Inappropriate 999 calls
- Tri-Service working

Superintendent Goss was aware of the frustrations expressed about the 101 Service which he felt were shared nationally. He explained that the Force Communications Centre at St. Asaph was the first point of contact for those dialling 999 or 101 and that all 999 calls were answered within 10 seconds. He added that a visit to the Centre could be facilitated for Members if required. Superintendent Goss commented on the use of social media, which was an extremely powerful form of contact, and Web Chat, which had been introduced in July 2015; both were available 24 hours a day.

The Centre was split into three areas which were Eastern for Wrexham and Flintshire, Central for Conwy and Denbighshire and Western for Gwynedd and Ynys Mon. A new telephony system was to be introduced in early 2017 which would allow calls from Flintshire to be directed to the Flintshire Pod where operators who knew the area well would be situated. He provided details of the priority given to calls received at the Communications Centre and examples of inappropriate 999 calls which was a significant challenge as it blocked people who genuinely needed the Police from using the service. Close working was ongoing for the Police, Fire Authority and Ambulance Service to ensure that the public got the best possible service available to them at critical times.

A number of Councillors thanked Superintendent Goss for his presentation.

The Chairman sought clarification on the recorded message received when dialling 101 which asked the user to choose a language on two occasions; he queried whether this could be streamlined. Superintendent Goss advised that for 101 calls, callers heard a nationally determined bilingual greeting which lasted 53 seconds before the call was put through to the Control Centre where it would be answered. The greeting had been agreed for use in all Police Forces in Wales but a number of enquires had been received as to why it needed to be so long; work was ongoing to try and reduce the length of the message. There was a charge of 15 pence per minute for the 101 calls which was a national charge and was out of the control of the Police as it was set by the Home Office. In North Wales, the service had retained an 0300 number for the Control Room, which was free of charge.

Councillor Richard Lloyd referred to a problem experienced by residents in Saltney because they were close to the Cheshire border and were directed firstly to Cheshire Police when they rang 101 or 999 from a mobile phone. He also asked whether more officers were to be trained to be able to operate the laptop connected to the CCTV cameras in Saltney. In response Superintendent Goss provided a detailed explanation on how calls from mobiles were directed, based on three service provider masts to ensure the caller was passed to the Police Control Room through the quickest route. This meant that those living in the Saltney area could automatically be directed to Cheshire Police and would then need to choose option 4 for North Wales Police. He explained that where calls were directed to was in the control of the mobile service providers, not the Police. On the issue of training for officers, he advised that he would provide a response following the meeting.

Councillor Richard Jones asked why the Police were slow in responding to 999 'crime in action' calls. Superintendent Goss advised that for priority zero calls, the time allowed to respond was 20 minutes but in the majority of cases, officers responded in five minutes or less.

In referring to the decline in the number of incidents recorded by the Police, Councillor Robin Guest asked whether this was reflected in a reduction in the number of calls received. He sought clarification on whether reporting the issue of livestock on the road was an appropriate use of a 999 call and whether action was taken against those who used the service inappropriately. He queried whether there would be an impact on recruitment if calls from Flintshire were only answered by operators employed from the area and whether this was sustainable. In response, Superintendent Goss confirmed that it was appropriate to phone 999 if the livestock on the road constituted a danger and added that it would be the Crown Prosecution Service who would decide if action was to be taken against individuals for inappropriate use of the 999 service. The reduction in the recording of incidents did coincide with the reduction in calls which had fallen by 120,000 in a three year period. He noted the comment about recruitment but explained that this had not been a challenge yet due to the high volume of applications for the role of operators.

Councillor Peter Curtis asked whether there were any communication barriers due to the large number of Polish residents in the area and queried whether officers were also trained in sign language. Superintendent Goss explained that some officers were fluent in languages other than English and Welsh and 'Language Line' which was a national facility for translation of other languages was also available to the Police. He added that some officers were also trained in sign language.

In response to a query from Councillor Andy Dunbobbin about the increased dominance of social media, Superintendent Goss explained that all operators were trained in the use of social media, emails, webchat as well as answering 999 and 101 calls.

Councillor Nigel Steele-Mortimer sought clarification on whether he had appropriately used the 999 service to report an incident and in response Superintendent Goss said that if life was at risk or a crime was in action then 999 was appropriate but if not, then the 101 service was the most appropriate number.

In referring to an experience of when she had needed to use the 101 service and the length of time it had taken for the call to be answered, Councillor Marion Bateman sought assurance that the amount of time taken to answer 101 calls had reduced in the past two years. Superintendent Goss advised that the average time taken to answer 101 calls was seven seconds from when the call went through to the Control Room, which was after the 53 seconds for the bilingual message. In response to a query from Councillor Lloyd on whether different operators dealt with 101 and 999 calls, Superintendent Goss explained that both types of calls were answered by operators but the telephony system ensured that there was always one operator available to answer a 999 call. He added that the current system was approximately five years old and that a new system was to be introduced early in 2017.

The Chairman thanked Superintendent Goss for his presentation and the offer of a visit to the Communications Centre.

RESOLVED:

That the presentation by Superintendent Alex Goss of North Wales Police be received and Superintendent Goss thanked for his attendance and contribution.

90. USE OF CONSULTANTS

The Chief Executive introduced a report to explain Council practice in the use of consultants and how value for money was obtained from commissioned consultancies.

The Chief Executive asked that the Committee review his report objectively and keep the issues in proportion. The report from the Audit Committee on 27 January 2016 was attached as an appendix; at that meeting it had been agreed that an update report on controls would be submitted to the July Audit Committee meeting. He commented on the use of consultants in the public sector for areas where specific expertise was not already available within those organisations, and gave details of the definition of a consultant compared with an agency worker or interim manager.

It was acknowledged that the issue of financial coding had been a concern and it was difficult to correctly ascertain the cost of properly defined consultants for previous years. The report to Audit Committee had reported a cumulative expenditure of £2.831m coded as consultancy spend in 2014/15. The report had also identified figures shown as consultancy under the procurement classification codes for business and management consultancy and project management services to only be £0.433m for 2014/15; the four known consultants over £25,000 contract value were detailed. The table in the report showed a current total of £431,906 for consultancy costs for 2015/16 along with details of the projects that the consultants were working on. The Chief Executive explained that all of these appointments were supported by written business cases.

The previously used definitions of consultants had been too general in their wording, leading to a range of expenditure, which should not have been recognised as consultancy, being allocated to the consultancy codes in the general ledger. A list of expenditure that had been incorrectly coded to consultancy codes in recent years was reported in paragraph 2.02. New controls had been put in place where Chief Officers could approve agency spend up to £25,000 but approval of a business case for any new consultancy work of a value of £25,000 or more would need to be given by the Chief Executive.

The Corporate Finance Manager had been invited to make a formal statement on cost control in his capacity as Section 151 Officer and this was reported in paragraph 2.04.

The two types of consultancy used were 'fee based' or 'risk and reward' and details of 'live' consultancies within Streetscene & Transportation, Social Services and Corporate Services were reported. The Chief Executive explained that consultancies were funded from one of three areas which were (i) core budget, (ii) through 'invest to save' options or (iii) through Welsh Government/other grant funding. There was strong evidence that skills and knowledge had been transferred from the consultants to the Council to make the organisation more self-sufficient for the future and examples of this were detailed in the report. The Council was not too over-reliant on consultants. He explained that whether 'value for money' was obtained from a consultant was a judgement best made by weighing up whether a competitive price for the work was obtained, whether the project was completed on time and budget and whether the Council had achieved its organisational objectives by engaging the consultant.

It had been difficult to obtain reliable comparable data from other councils but four had been able to supply a total figure for all expenditure coded as consultancy and this was reported with three having a higher spend than Flintshire. He commented on the 'risk and reward' basis that some councils used to engage consultants and gave details of the equivalent level of employee that could be employed for a £50,000 or £25,000 consultancy cost. The Chief Executive advised the Committee that the Technical Finance Manager and her team were undertaking a significant amount of work to ensure the coding was correct and therefore there would not be any coding issues for 2016/17 onwards.

The Chief Officer (Governance) advised that he and the Chief Executive were working closely with the Internal Audit Manager to ensure appropriate systems were followed. He explained that the focus for this Committee was the issue of 'value for money' whilst Audit Committee would consider the process and whether it was working or not.

Councillor Aaron Shotton welcomed the opportunity for the report to be debated at this Committee and reiterated the earlier comments that Audit Committee would receive an update report in July 2016. He referred to the significant concern at the costs of consultants (£1.6m for 146 consultants) that had been reported to the Audit Committee in 2011 and indicated that the accuracy of the data had been questioned at that time. The current amount of 14 consultants at a cost of £0.433m was significantly lower than in 2010/11 but Councillor Shotton reminded the Committee that the two figures could not be compared as the £1.6m was for a six month period and the £0.433m was for a ten month period. He referred to recent reductions in senior and second tier management posts and felt that it was acceptable that the Council would need to seek expert advice for some of the significant projects it was undertaking such as the Strategic Housing and Regeneration Programme (SHARP). However, he added that it was important to ensure that the knowledge of the consultants was passed on to the staff in post. He said that there had been a reduction in consultancy costs but more work was required such as addressing the issue of incorrect coding.

The Chairman sought clarification on the definition of consultants and felt that 'other goods and services' for areas, which had been incorrectly coded as consultancy work, which could include legal fees contradicted the comment in paragraph 1.04 which indicated that consultants would normally be employed to give legal advice. He also referred to information that was provided as additional information to the statement of accounts following a request from him on posts paid more than £60,000 per year whether these were Council employees or posts covered by interim/temporary/contract arrangements and suggested that the figure of £0.490m provided for 14/15 was different to the £0.433m figure provided to Audit and this Committee. The Chief Executive advised that paragraph 1.04 related specifically to legal advice on the formation of Alternative Delivery Models. The difference between the spends correctly and incorrectly coded was whether they were time limited or routine work and the Chief Executive added that the list in 2.02 was not exhaustive. The Chief Officer (Governance) explained that an area of concern was because the organisation employed a number of senior officers to provide advice and information that officers needed and that consultants should therefore not be employed to duplicate advice that could be provided by the senior officers. The Chief Executive gave a more detailed explanation of the definition of consultants as reported in paragraph 2.03 and added that in future the costs of consultants would be correctly coded.

Councillor Nigel Steele-Mortimer referred to the difference between the figure of £2.8m originally reported for consultancy spend for 2014/15 and the amount of £0.433m now reported. He expressed his concern at how the balance of £2.398m had been spent and referred to areas which he felt should be reported as consultants such as work on the Local Development Plan (LDP) or the seeking of Counsel's opinion on legal issues and suggested that a breakdown should be provided. Councillor Richard Jones proposed the request for details of how the £2.398m had been spent and this was duly seconded. The Finance Manager advised that a list could be provided and the Chief Executive said that this would be carried out as quickly as possible. He advised that he would make enquires about the comments on the LDP but explained that each of the consultants costs for charges over £0.025m each had a business case which had been approved and added that the practice would continue in the future.

Councillor Robin Guest raised concern about the 'premium' costs for the use of agency workers to cover gaps that should be filled by permanent employees. He welcomed the information on the definitions provided, the areas that had incorrectly been coded to the area of consultancy in recent years and also the request for a breakdown of the remaining £2.398m. He also sought assurance that future coding would be correct and expressed his concern at the comments of Councillor Shotton when referring to the consultancy costs from 2011 which he felt could not be compared to the current figures. In response, the Chief Executive spoke of the ongoing work to ensure the codes for 2015/16 were correct and of the work that was being carried out to ensure that officers were aware of the appropriate area to code particular areas of spend to.

Councillor Jones sought clarification on whether interim managers were engaged through an agency and suggested that the definition provided may be incorrect. The Chief Executive explained that there were some areas where the MATRIX system was not the best system to use to engage the level of assistance required and advised that interim and agency staff could be engaged through the same route. He added that there was not a problem with the coding of agency workers and stated that this was a separate area of spend and was not coded as consultancy work. In response to a further query from Councillor Jones, the Chief Executive said that both agency workers and interim managers were temporary by definition. Councillor Jones referred to the level of consultancy spend for 2013/14 which was £2.1m and the costs for 14/15 of £2.8m and queried why there had been an increase. The Chief Executive reiterated his earlier comments about incorrect coding in previous years and said that it was difficult to compare the two years because of coding issues.

The Chairman referred to the information on agency workers referred to as part of the item on Workforce Information which was to be considered later in this meeting. The Chief Executive advised that further information could be provided when the particular item was discussed but said that the definition of agency workers had been included because of the confusion that the Council had a number of consultants working in senior management roles; he explained that there were none currently

Councillor Jones referred to the importance of ensuring that the use of contractors was value for money.

In response to a question from Councillor Marion Bateman about whether areas such as those shown as part of the £2.398m expenditure for types of fees, goods and services for 2014/15 would be individually coded in the future to allow the spends to be monitored, the Chief Executive confirmed that this would be the case.

Councillor Shotton referred to the comments of Councillor Guest about his reference to information on consultancy figures to the Audit Committee in 2011 and added that it has since been identified that the coding issues had been a problem in previous years. The Chief Executive said that it was extremely likely that the coding problems would have been repeated in previous years and therefore the figures referred to for 2011 had been artificially inflated. He provided assurance that the costs for 2015/16 would be correctly coded because of the work that was being carried out and that this would continue for future years.

Following earlier comments from Councillor Jones about the importance of ensuring 'value for money' and the request for a breakdown of the £2.398m, it was agreed that this could be submitted to the June meeting of the Committee. The Chief Executive also suggested that a report on the assurance of Value for Money be considered by the Committee on an annual basis.

RESOLVED:

- (a) That the Committee is assured by the explanations given over the purpose of using consultants, the control of total cost and how value for money is obtained from current Council commissioning and contract management practice;
- (b) That the officers provide the Committee with details of the expenditure between the £2.831m coded as consultancy spend in 2014/15 and the £0.433m figure from the procurement classification; and
- (c) That an analysis of the expenditure on consultants, to provide assurance on Value for Money, be submitted to the June meeting of the Committee and thereafter on an annual basis.

91. REVENUE BUDGET MONITORING (MONTH 9) AND CAPITAL PROGRAMME MONITORING (MONTH 9)

Revenue Budget Monitoring (Month 9)

The Finance Manager – Corporate Accounting and Systems introduced a report to provide Members with the Revenue Budget Monitoring 2015/16 (Month 9) report for the Council Fund and Housing Revenue Account (HRA) which was to be submitted to Cabinet on 22 March 2016.

For the Council Fund, the projected net in-year expenditure was forecast to be £1.242m lower than budget which was a positive movement of £0.499m from Month 8. Appendix 1 detailed the movements from Month 8 which included an additional surplus from the Council Tax Collection Fund, an underspend on the Council Tax Reduction Scheme provision, additional funding from the Department of Work and Pensions and a reduction in external audit fees and bank charges.

Appendix 3 provided details of the latest position of the programme of efficiencies and it was projected that £10.744m (83%) would be achieved resulting in a net underachievement of £2.130m. The Finance Manager had noted the earlier comments on efficiencies which had not been achieved but had been replaced. Taking into account the current underspend at Month 9 and previous allocations, the balance on the contingency reserve at 31 March 2016 was projected to be £4.878m. A summary of Earmarked Reserves as at 1 April 2015 was reported and the Month 9 estimate for the amount of reserves at 31 March 2016 was £17,261,681.

The Month 9 Monitoring Report for the HRA was projecting in-year expenditure to be £0.082m lower than budget and a projected closing balance as at 31 March 2016 of £1.319m which was 4.25% of total expenditure.

Councillor Richard Jones referred to the movement from Education & Youth to schools and sought an explanation of why this has occurred. He also felt that the 83% figure for the achievement of efficiencies was incorrect

as the difference between the amount achieved from Month 8 to Month 9 was £0.170m which was a difference of 1.3%. In response, the Finance Manager explained that the movement from the Education & Youth budget related to the Additional Learning Needs delegated funding being moved from the Inclusion Service to Schools. On the issue of efficiencies, she agreed to check the figures.

Capital Programme Monitoring (Month 9)

The Technical Finance Manager introduced the report to provide Members with the Capital Programme Monitoring 2015/16 (Month 9) report which was also to be submitted to Cabinet on 22 March 2016.

Table 1 set out how the programme had changed during 2015/16 and appendix A provided detailed cumulative information relating to each portfolio. There had been a net decrease of £2.2885m in the programme with the main decrease being a reduction in the budgeted level for the 21st Century Schools programme. Table 2 provided the summary of the changes and the overall decrease had been offset by grants and contributions which were reported in paragraphs 1.07 to 1.10. Table 3 showed the current projected outturn of £140.826 which was an overall underspend of £3.513m (£2.013m for Council Fund and £1.500m for the HRA). A total rollover to 2016/17 of £1.500m was being requested and two pressures totalling £0.088m had been identified within the Transport & Streetscene portfolio which had been offset against additional savings identified in the Flintshire Connects budget. The surplus from 2014/15 was £1.314m but due to in-year increases and decreases, the funding available for capital schemes was £2.986m as reported in table 6.

Councillor Richard Jones referred to the increase in Welsh Government Grant for Vibrant & Viable Places of £1.357m and queried whether this related to the Deeside cycle route. The Chief Executive suggested that the funding was for a number of schemes for the designated area and he agreed that a list of the projects could be circulated to Members.

In response to a comment from Councillor Robin Guest about requiring more details on the need for rollover in funding, the Finance Manager confirmed that additional information was included in appendix B. She asked Councillor Guest to let her know if there were any details that he felt were not included.

RESOLVED:

- (a) That the Revenue Budget Monitoring 2015/16 (Month 9) report be received;
- (b) That the Capital Programme Monitoring 2015/16 (Month 9) report be received; and
- (b) That the Committee confirms that it is not making any formal recommendations to Cabinet on this occasion.

92. QUARTER 3 IMPROVEMENT PLAN MONITORING REPORT

The Member Engagement Manager introduced a report to present the monitoring of progress for the third quarter of 2015/16 focussing on the areas of underperformance relevant to the Committee.

The Chief Executive advised that the efficiency targets were reported monthly and any variations would be absorbed into the year-end information. The risk relating to the scale of the financial challenge was recognised as a national risk due to the uncertainty about future national financial planning.

On the issue of alternative delivery models through community asset transfers, there had been 106 expressions of interest for 208 assets and if they were all achieved, then 49% of the assets would be transferred. A report which was to be considered by Cabinet on 22nd March 2016 included a list of community assets with approved business plans. The Chief Executive commented on the official handover of the Gwernymyndd Village Centre and the recent opening of the Mancot Community Library.

RESOLVED:

That having considered the Quarter 3 Improvement Plan Monitoring Report, the Committee is assured of progress and performance.

93. WORKFORCE INFORMATION REPORT – QUARTER 3 2015/16

The Interim Human Resources and Organisational Change Manager introduced the report to provide Members with an update for the third quarter for 2015/16 for the following:-

- Headcount and Full Time Equivalent (FTE)
- Organisational Age Profile
- Employee Turnover and Stability (including Redundancies and Early Retirements)
- Attendance (Including 100% Appraisal)
- Performance Appraisals and Development
- Resource Management (Agency Workers)
- Equality and Diversity

The headcount for the Council continued to decrease and the cumulative absence FTE days lost for quarter three was 7.34 which was a positive movement. The projected outturn for 2015/16 was currently 9.78 which was slightly above the annual target for the year of 9.60 days. The outturn figure had reduced when compared with 2014/15 but there was a need to continue to monitor the situation. On the issue of agency workers, the Interim Manager explained that the majority of spend was within Streetscene & Transportation which had 75 front line vacancies and Social Services which had used a number of agency workers to cover vacancies and to supplement some of the core workforce allocated to special/ad hoc projects.

Councillor Robin Guest sought clarification on whether the issues relating to appraisals had been resolved. The Interim Manager indicated that there had been a positive response to the completion of appraisals but difficulties in capturing the information within the software were still continuing. Both the Chief Executive and the Interim Manager shared the frustrations expressed by Members and the Interim Manager added that being able to capture the data would assist with workforce planning.

In response to a question from Councillor Arnold Woolley, the Interim Manager advised that the Council's induction programme had recently been updated to include those employees who had changed jobs within the Authority. It was expected that this would be undertaken even though the information was not being captured. Councillor Woolley expressed his concern that the expectation was not being delivered and that there were no controls in place to monitor this. The Chief Executive referred to the transition arrangements that were in place and the Interim Manager explained that both the employee and the manager had to sign to indicate that the induction had taken place. The Chairman asked whether there were any employees who had not had an appraisal for longer than a year. The Interim Manager responded that there was a system in place to monitor when appraisals took place which would include the date of the appraisal and any follow up action or competency assessment that had been carried out.

The Chairman sought clarification on the 77 agency placements that had exceeded the 12 week Agency Worker Regulations threshold. The Interim Manager explained that the regulations gave agency workers additional protection after 12 weeks on areas such as pay and holidays.

Councillor Arnold Woolley raised concern at the number of agency workers who had been in place for more than 12 weeks and queried why they were not employed by the Council to fill the vacancies that they were covering. He also asked about costs for the Council in addition to employment costs and felt that further explanations were required. In response, the Interim Manager advised that length of time shown was for the placement rather than for the time that an individual had been in the post. She explained that the longer placements were in Streetscene where a number of vacancies were being held and added that in this area, agency workers would be paid less than the general operatives in Streetscene because of the nature of the work that they undertook. The Chief Executive explained that a number of vacancies were being held pending the completion of a number of ongoing service reviews. Councillor Woolley expressed significant concern at the way some of the information was reported as he felt that it could be misinterpreted. The Interim Manager agreed to look at the issue for the next Workforce Information report. The Chief Executive also indicated that a report on the use of Agency Workers could be prepared for submission to a future meeting.

RESOLVED:

That having considered the Quarter 3 Workforce Information report, the Committee is assured of progress.

94. FORWARD WORK PROGRAMME

The Member Engagement Manager introduced the report to consider the Forward Work Programme for the Committee.

He detailed the items for consideration at the 14 April and 12 May 2016 meetings and indicated that the report on the Use of Agency Workers could be included on the 12 May 2016 agenda. Presentations on BT and the Flintshire Community Endowment Fund were due to be submitted to the April and May meetings respectively.

The Chief Executive explained that the newly appointed Emergency Planning Manager would be in attendance at the April meeting.

RESOLVED:

- (a) That the Forward Work Programme, as submitted with the verbal amendments, be approved; and
- (b) That the Member Engagement Manager, in consultation with the Chair, Vice-Chair and officers, be authorised to vary the work programme between meetings.

95. MEMBERS OF THE PUBLIC AND PRESS IN ATTENDANCE

There were no members of the public and one member of the press in attendance.

(The meeting started at 10.00am and ended at 12.51 pm)

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Chairman

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MEETING

Date of Meeting	Thursday 14 April 2016
Report Subject	Emergency Planning Service Update
Cabinet Member	Cabinet Member for Corporate Management
Report Author	Chief Executive and Regional Service Manager
Type of Report	Strategic

EXECUTIVE SUMMARY

The Council has duties for emergency planning and response under the Civil Contingencies Act 2004 and is a principal respondent in emergency situations. All other councils have these duties.

North Wales is the first region in Wales to form a fully integrated service to support all councils to fulfil their duties. Flintshire is the lead authority for the service. This report presents the most recent annual report for the service.

Within Flintshire responsibilities for emergency planning and response are shared across a number of portfolios by many services and named lead officers. The Council has an Emergency Management Response Team structure with assigned officers trained and skilled in their respective roles.

The Council is one of only two councils in the region to host Upper Tier COMAH (Control Of Major Accident Hazards regulations) sites which require specific safety planning arrangements under the COMAH 2015 Regulations. Three working COMAH sites are located within Flintshire. The Committee has asked for a specific briefing on COMAH sites.

This report on both the regional services and the arrangements for emergency planning and response within Flintshire itself will be supported by a presentation at the meeting.

RECOMMENDATIONS

1	The Committee receives and is assured by the update.
2	The Committee receives future reports on the preparedness of the Council to plan for emergencies and specific follow-up reports to any major local or regional emergency events to which the Council has had to respond.

REPORT DETAILS

1.00	BACKGROUND AND TRANSITION TO A REGIONAL SERVICE
1.01	Until 2014 the Emergency Planning for Flintshire was a shared service with Denbighshire. For the past two years North Wales has had an integrated regional service led by Flintshire and supported by a Management Board of all six councils and underpinned by an Inter-Authority Agreement. The service, which is maturing as a regional entity, is known as the Regional Emergency Planning Service (NWC-REPS). The most recent annual report of the regional service is attached.
1.02	A regional performance management framework has been established which is used to lead work-streams on preparedness for emergency situations with each council having an informed level of self-awareness on their local preparedness.
1.03	Whilst the team is integrated as a single entity, the service is structured with an Eastern and a Western 'hub' serving three councils each, and each council has a dedicated liaison officer with local knowledge and contacts.
1.04	The Emergency Management Response Team (EMRT) structure within Flintshire itself includes a number of teams with specialist roles:- Operational Team Recovery Team Humanitarian Assistance Team Information Team Business Continuity Management Group
1.05	Flintshire has a proven track record of response to emergency situations. The level of preparedness for future incidents is good. Emergency situations in recent years have been either caused by periods of extreme weather or industrial incidents with a single case of migrant worker concentration.
1.06	The EMRT structure, supported by its Liaison Officer, provides a robust mechanism for delivery of planning and response functions. A process of formalising the Terms of Reference for the supporting teams is underway

	in order to provide clarity on the role of each Team in the structure, and to ensure effective delivery of work-streams.
1.07	A particular area of note is that of Business Continuity Management. In January 2015, the service undertook an audit in Flintshire that produced a number of recommendations which are to be taken forward via the Business Continuity Management Group.
1.08	In collaboration with Natural Resources Wales, has provided support and guidance in the development of a community flood plan for Talacre.
1.09	Buckley Town Council participated in exercise centurion shield in September 2015. This was a no notice exercise for contacting the voluntary sector to establish their response capability as well as to test the multi-agency Project Exodus software.
1.10	COMAH (Control Of Major Accident Hazards regulations) sites
1.10.1	The Council is one of only two council in the region to host Upper Tier COMAH sites require specific safety planning arrangements under the COMAH 2015 Regulations. Three working COMAH sites are located within Flintshire. The Committee has asked for a specific briefing on COMAH sites.
1.10.2	The Upper Tier sites located in Flintshire are Warwick Chemicals, Mostyn; Synthite Limited, Mold; and Headland Agrochemicals, Sandycroft. For each site, an external (off-site) multi-agency plan is in place with a three year exercise schedule overseen by the service. The enforcing agencies for COMAH legislation are the Health & Safety Executive and Natural Resources Wales. These bodies, along with the Council are termed as the 'Competent Authority'. The service has developed a new multi-agency plan template which is viewed as good practice across North Wales and has been identified as a template for other industrial plans such as gas pipeline plans. This work-stream helps the safe management of COMAH sites.

2.00 RESOURCE IMPLICATIONS

2.01 The regional service is a cost effective and resilient model.

3.00 CONSULTATIONS REQUIRED / CARRIED OUT

3.01 None required.

4.00 RISK MANAGEMENT

4.01 The purpose of the service is to reduce the risks of emergencies occurring through prevention. The service also supports Business Continuity Management for Council services.

5.00	APPENDICES
5.01	North Wales Councils Regional Emergency Planning Service Annual Report 2015/16.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS None
6.01	None Contact Officer: Neil Culff, Regional Manager Telephone: 01352 702120 E-mail: neil.culff@nwc-reps.org.uk

7.00	GLOSSARY OF TERMS
7.01	Emergency Management Response Team: comprises of individual teams working on the basis of integrating Emergency management activities to daily business in order to encourage a cohesive approach in the emergency response to any major emergency.
7.02	Business Continuity Management (BCM): is a planned process aimed at managing the many varied operational risks inherent in the day to day activities involved in the delivery of service.



Annual Report 2014 - 2015

Author

Mr. Philip Harrison

Regional Manager

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1.0 Introduction

This is the annual North Wales Councils - Regional Emergency Planning Service report for the year 2014-2015. It covers the work carried out by the Service across the six local authorities in the region highlighting good practice, risks and challenges across the six member councils and how future work streams will help to develop a more robust and resilient response by each council to a major emergency.

The situation and needs of each council will be the subject of a separate local report for internal use. The priorities for councils are listed later in this report.

2.0 Background

The Service became operational on July 1st 2014 and during the past twelve months the priority has been to develop a resilient regional approach to emergency planning across the six local authorities.

The challenge was to successfully manage the change from five separate Emergency Planning teams into a Regional Service. The Service now aligns with the Local Resilience Forum boundary which is seen as a more practical way in which to work within a multi-agency environment.

The Service has the following objectives:

- Reduction on duplication and repetition of tasks
- Improve the harmonisation of the work and resilience of teams

- Improve deployment of available resources by sharing specialist support and common tasks
- Improved consistency of response between authorities
- Improved communication channels between the North Wales Resilience Forum and local authorities

3.0 Service Highlights

The Service supports and works with the local authorities as a team. Although there is a liaison officer assigned to each local authority it is imperative that the authorities are aware that they have access to each and every member of the Service, and that the work being produced is a team and Service joint effort along with the individual authorities.

3.1 Performance

Following close liaison with the performance leads within each council, the Service has produced a performance management framework and Service plan. The plan is based on the Operational Service work plan. It has been produced to ensure that each authority maintains a link with the Service and be aware of the work being produced on behalf of the region and individual authorities.

3.2 Learning and Development

The Service has produced a training matrix which collates details and captures training information of all those who have attended emergency planning training. This enables the Service to identify any training gaps and also to report to the authorities the numbers trained/requiring training.

Since the start of the Service a number of training events and exercises have taken place across the region which have been well supported by staff from the Authorities which include:

- Exercise Dragon (Coastal Pollution Event)
- Coastal Pollution Workshop (in preparation for Exercise Dragon)
- Exercise Elwy (Flooding exercise in St Asaph)
- Exercise Cygnus (Strategic pandemic flu exercise)
- Introduction to Silver
- Silver Next Steps
- Business Continuity Management Awareness
- Rest Centre Managers / Rest Centre Staff Training

3.3 Business Continuity Management

Work has been carried out by the Emergency Planning Officer (responsible for Local Authority Crisis Management and Resilience) on auditing of Business Continuity plans and arrangements within each Council.

Audit reports have now been produced for five of the six Councils with the remaining report being completed. The next steps are for each individual Council to approve the audit report with the recommendations then being passed to the relevant working group for action. This has already been carried out within three of the six Councils.

Emergency Planning Officers are currently in discussions with Business Continuity leads in relation to the identified recommendations with Corporate Business Continuity Groups / Emergency Planning Working groups being attended by Officers as necessary in order to provide advice and guidance on any future actions required.

3.4 Risks

All planning derives from the identified risk. Work has begun and is ongoing on identifying the local risk. This will fit in with the Business Continuity Management review, identifying risks to critical Services which will prioritise the production of plans across the authorities.

3.5 Resilience Direct

Resilience Direct is a new online secure 'network' for the emergency planning workstream which enables the local authority and other emergency planning practitioners to work together – across geographical and organisational boundaries – during the preparation, response and recovery phases of an event or emergency. This is currently free of charge for Category 1 responders.

Currently there is no logging facility but this function may be available sometime in the future. Cabinet Office are aware of the desire within emergency planning for this capability however, it is anticipated that there will be a charge for this function. This will be the subject of a future report as new information emerges.

The system helps fulfil the duties placed upon each authority by the Civil Contingencies Act 2004 by ensuring that key information is readily and consistently available to registered users from the local authorities.

Resilience Direct can be used to:

- share emergency/business continuity plans both internally between Services and externally among others such as national/sub-national partner organisations and neighbouring local authorities and partners
- maintain awareness of forthcoming exercises, events and meetings, and accessing related documentation such as agendas, minutes or training material
- manage contact information to ensure a single, up-to-date version of distribution lists
- issue news and guidance from central government to local responders

Resilience Direct is a web-based service built on a proven resilient and secure platform. It is accredited to hold electronic documents with the relevant marking (i.e Official / Sensitive) as defined in the Government Security Classification April 2014. Resilience Direct is available for use by all Local Authority employees with a potential role in their local authority emergency response arrangements.

During the third quarter of this year, identified administrators from within each Authority will be offered training, and once this has been carried out they will be supported by an additional administrator which will be a member of the NWC-REPS team. Resilience Direct will be cascaded to members of staff engaged in emergency response. It is envisaged that this has a completion timeline of late 2016.

3.6 Local Resilience Forum (LRF)

A number of officers from the Service are active members of the LRF workgroups, attending on behalf of the authorities. The Regional Manager represents the six Chief Executives on the LRF group which is the strategic arm of the multi-agency groups.

3.7 Alignment of Crisis Management Plans

To reduce the duplication of plans, the Service has identified all those plans held within the six local authorities. Collating this information has been a significant piece of work with the next phase looking at how these plans can be streamlined and standardised to fit in with the objective in reducing repetition and duplication across the region.

3.8 Communications

A communications protocol has been produced by the Service which outlines the communication channels and information sharing between the Service and the authorities. This has been previously shared with the Executive Board. In addition to this, regular meetings within each authority with the liaison offices have and will continue to take place. The local authorities should by now see the benefit of having access to the full Service not just individual officers as per the pre regional model.

4.0 Regional Emergency Planning Service – North Wales Councils:

Strategic Management Plan 2014/1

This Strategic Management Plan provides the framework for the six Councils in North Wales in ensuring that advice and training is provided for their Emergency Response. Integrated Emergency Management focuses on a generic response to any kind of emergency and not the specific cause and will draw on officers from many departments across an Authority in the event of an emergency. The process aligned to this will be a rigorous training programme. This outlines the Operational Plan for 2014 / 2017, and identifies the outcomes, milestones and RAG Assessment. The following pages illustrates the outcomes, milestones and RAG assessment of the Strategic Management Plan, to support the emergency response and recovery of each authority.

Red identifies a shortfall against requirement	Green identifies that action meets all aspects of requirement
Amber identifies that action meets in hand to meet requirement	

Ref	Outcomes	Milestones/Targets	14/15	RAG
		14/15	Monitoring	Assessment
1	Develop a North Wales Regional Emergency Planning Service	1.1 Meetings with Strategic Management Teams across six Councils	Annual Report	Green - Meets all Aspects of Requirement
2	Prepare Work Plans for individual Councils	2.1 Liaison officers to risk assess key threats/risks across individual Council areas. 2.2 Liaison Officers to maintain close links with key emergency response personnel within Councils.	Individual Council report	Green - Meets all Aspects of Requirement
3	Carry out training needs analysis across the six Counties	3.1 Identify events/exercises relevant to all Officers involved at Gold, Silver and Bronze level 3.2 Focus on Integrated Emergency Management making use of the NWRP Learning & Development events	Annual Report	Green - Meets all Aspects of Requirement
4	Common templates for Plan/Protocols/Procedures across the six Councils	4.1 Regionalise plans, processes & procedures to reduce duplication of effort. 4.2 Develop checklists/aide memoires to assist Gold/Silver leads once a major emergency has been initiated. 4.3 Identify single Emergency Contacts Directory	Audit	Amber - action in hand to meet requirement
5	Implement a common approach to emergency response procedures across the six Councils	5.1 Identify current best practices. 5.2 Incorporate best practices across all Counties to reflect a harmonisation to response across the region 5.3 Conduct annual single/joint Council exercises.	Strategic Exercises	Amber - action in hand to meet requirement
6	Standardise Critical Business/Service Continuity plans across the region	6.1 Identify current best practices 6.2 Review/re-assess Business Impact Assessments across all Councils 6.3 Test and review Business/Service Continuity Plans 6.4 Work closely with Education to advise Schools under LA control to have robust Service Continuity in place.	Audit	Amber - action in hand to meet requirement

7	Support Councils out of hours by providing Standby Officers	7.1 Act as a first point of contact to enable identified key officers from each Council to respond to an emergency. 7.2 Provide officer support as advisors to Council's designated officers when attending Gold and Silver groups.	Annual Service Report	Amber - action in hand to meet requirement
8	Engage with Safety Advisory Groups across the region.	8.1 Chair Safety Advisory Group for multi Council events.	De-brief each event utilise lesson learnt going forward.	Amber action in hand to meet requirement
9	Identify best use of technology to support regional working	9.1 Identify suitable software to enable cross regional logging to support cross border events. 9.2 Investigate current practices across the Emergency Services and other Local authorities from across the UK.	Annual Service Report	Green - Meets all Aspects of Requirement
10	Continue to develop effective partnerships with communities, Category 1 & 2 responders & other relevant organisations.	10.1 Continue the development and consolidation of partnerships. 10.2 Maintain effective liaison through Area Flood Partnerships, Community Councils etc	Individual Council report	Green - Meets all Aspects of Requirement
11	Support the North Wales Resilience Forum and Task Groups.	11.1 Regional Manger to support Chief Exec at NWRF 11.2 Identify a cadre of Gold/Silver officers to attend multi-agency SCG/Silver group. 11.2 Service to provide officer support to NWRF and Task Groups	NWRF Co-ordination group	Green - Meets all Aspects of Requirement

5.0 The Operational Plan Key Work streams 2015 – 2018 (3 Year Rolling Programme)

The Service has identified and reports on the Service performance using the same key ten work streams. These are also in line with the requirements of the Civil Contingencies Act 2004. The purpose of the 3 year rolling programme is to enable the Strategic Manager to set out the Service specific key work streams for the term, the targets and milestones achieved, and the actions and targets that will be taken during the term. This will enable the Executive Board and all employees on a regional and County basis to understand the focus of the Service for the programme and the improvements needed for a successful outcome.

In addition to this report and to back up the progress made within each authority, a separate performance report will be produced.

REPS 001	Risk - Identification and
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	Prioritisation of risk, also maintain risk register
REPS 002	Engagement
REPS 003	Communication & Information
REPS 004	Resilience and Business Continuity Management
REPS 005	Community and Organisation
REPS 006	Major Emergency Plans and Recovery Arrangements
REPS 007	Major Industrial & Transport Accident
REPS 008	Severe Weather Plans
REPS 009	Welfare & Health
REPS 010	Training and Exercises

This work is built in to each officers work programme however should a Major Emergency occur then this will take precedence and the work programme will be suspended for the duration of the incident.

Ref	Outcomes	Milestones/Targets	RAG Assessment
REPS 001	Risk Identification and Prioritisation of risk, also maintain risk register	1. By assessing the risk to the authorities produce a risk register relevant to each of the Local authorities based on the Civil Contingencies Act 2004 and Business Continuity Management risk relevant to the Authority	Amber - action in hand to meet requirement
REPS 002	Engagement	2. Provide ongoing support to the Local authorities and Services, which will include facilitating and supporting emergency management teams, flood partnerships and Local Authority Operation teams	Green - Meets all Aspects of Requirement
		3. Attend relevant external emergency planning related meetings on behalf of the Local authorities including North Wales Local Resilience Forum, partner agencies, specific site operators e.g. COMAH Sites	Green - Meets all Aspects of Requirement
REPS 003	Communication & Information	4. Ensure Resilience Direct is rolled out to all six Local authorities, with administrators being identified for each Local Authority	Amber - action in hand to meet requirement
		5. Review weather warnings and arrangements across North Wales and standardise these arrangements. Standardise the protocol Warnings from external partner agencies for the receipt of warnings from the partner agencies across the 6 Local authorities	Amber - action in hand to meet requirement

		6. Public Information Strategy – to review Press and Public Information arrangements across the 6 Local authorities including Social Media and the Radiation (Emergency Preparedness and Public Information Regulations) 2001 REPPIR Schedule 17	Amber - action in hand to meet requirement
		7. Standardise Emergency Planning Information on Local Authority web pages	Red identifies a shortfall against requirement / or not started
		8. Create an emergency contacts directory for external agencies	Red identifies a shortfall against requirement / or not started
REPS 004	Resilience and Business Continuity Management	9. Continue to support Local authorities in developing their Service continuity plans and corporate business continuity plans (as highlighted in each Local Authority Business Continuity and Resilience Audit conducted by the Service)	Amber - action in hand to meet requirement
		10. To review business continuity information for local businesses and communities	Amber - action in hand to meet requirement
		11. Support Local authorities in developing Building Services Management Plans	Red identifies a shortfall against requirement / or not started

REPS 005	Community & Organisation	12. Support the Local authorities in promoting community resilience and response planning	Red identifies a shortfall against requirement / or not started
		13. Support Local authorities in promoting Business Continuity Planning for Local Organisations	Red identifies a shortfall against requirement / or not started
		14. When necessary support the production of a multi agency response plan for specific events such as the Eisteddfod	Red identifies a shortfall against requirement / or not started
REPS 006	Major Emergency Plans and Recovery Arrangements	15. Develop major emergency management policy for Local authorities and review major emergency operational plans	Red identifies a shortfall against requirement / or not started
		16. Review Recovery Arrangements including site clearance	Red identifies a shortfall against requirement / or not started
		17. Standardise control room arrangements across North Wales.	Red identifies a shortfall against requirement / or not started

		18. Support the Local authorities in producing local Mass Fatalities plans	Red identifies a shortfall against requirement / or not started
		19. Provide Local authorities with an out of hours response and provide initial mobilisation, provide support and guidance	Red identifies a shortfall against requirement / or not started
REPS 007	Major Industrial & Transport Accident	20. Support the development of a North Wales Maritime Oil Pollution Plan based on the National Contingencies Plan for Oil spills	Amber - action in hand to meet requirement
		21. Develop one common template for Major Accident Hazardous Pipeline plans	Amber - action in hand to meet requirement
		22. Complete outstanding COMAH plans on behalf of the Local authorities	Amber - action in hand to meet requirement
		23. Reservoir planning to work with relevant North Wales Agencies to Risk Assess the possible impact on communities in case of a breach. Also to support the production of a general North Wales Plan	Amber - action in hand to meet requirement
		24. Support Anglesey Council and Gwynedd Council in developing local arrangements including road diversions etc. in the events of bridge closure	Amber - action in hand to meet requirement

REPS 008	Severe Weather Plans	25. Audit Severe Weather Plans and Arrangements across the six Local authorities	Red identifies a shortfall against requirement / or not started
		26. Audit and review flood response arrangements across North Wales and standardise arrangements across the Local authorities . This will include working with the North Wales Flood Risk Management group in standardising flood risk management arrangements	Red identifies a shortfall against requirement / or not started
REPS 009	Welfare & Health	27. Standardise welfare & rest centre plans across North Wales	Red identifies a shortfall against requirement / or not started
		28. Support the NWRF and Local authorities in developing the Humanitarian Assistance Plan and guidance	Red identifies a shortfall against requirement / or not started
REPS 010	Training and Exercises	29. To maintain training matrix on behalf of the Local authorities	Green - Meets all Aspects of Requirement
		30. To represent the Local authorities on the NWRF Learning & Development Group with arranging future training	Green - Meets all Aspects of Requirement
		31. To facilitate and arrange Awareness training for external partner agencies such as emergency Services control room staff on specific Local authorities Arrangements	Green - Meets all Aspects of Requirement
		32. To advise and guide on Local Authority emergency planning training requirements, and identify any further training requirements	Green - Meets all Aspects of Requirement

6.0 Future Governance

The governance board consists of executive level officers from the six councils. They have met with the Service managers twice over the last twelve months. Update reports were presented and discussed at the board and actions to and from Service managers were agreed.

Separate to the executive board meetings, the Service operational manager has met on various occasions with board members within their own councils. This is seen as a positive approach to agreeing on those work streams specific to each council.

7.0 Future Priorities

The future priorities of the Service will be to maintain the work programme, by ensuring that the identified key work streams are met. As a Service we will embrace and encourage authorities to adopt Resilience Direct into a workable system and we will continue to engage with all relevant council staff on training and usage.

A significant work stream for the coming year is around 'Reservoir Inundation Plans'. To fully focus on this, a student placement has been secured with an undergraduate studying Disaster Management & Emergency Planning at Coventry University on a twelve month contract who will focus on this project.

Community Resilience is another significant piece of work which the Service will be undertaking over the next two years and beyond, concentrating on engagement with the wider voluntary organisations and community councils.

The Service as a whole will continue to support and develop strong communication channels between the Service , local authorities and partner agencies.

Another key workstream is for the Service to fully identify the required training needs of staff and senior managers, by developing a learning and development programme for each council, this will also support future mutual aid requirement in an emergency.

The main objectives for the Service are categorised as follows;

1. Set up Resilience Direct within councils (including logging system)
2. Ensure the harmonisation of plans to be uploaded onto Resilience Direct as a repository for regional and single council emergency response plans
3. Ensure authorities develop a common approach to Business Continuity Management (BCM) , and promote a consistent approach to BCM across the region
4. Ensure Community Resilience by engaging with community councils following the piloting of an exercise in Flintshire in October
5. Develop a generic crisis management policy to be incorporated into the six councils
6. Continue to promote and encourage training and exercises within each council

8.0 Financial Summary

The budget has brought in the required 2% savings for 2014 / 2015 as agreed by the Executive Board plus an early settlement of the additional funding (£38,934). This represents an additional saving of 5.64% for the future budget.

North Wales Councils Regional Emergency Planning Service Contributions

<u>YEAR 1</u>	Additional		TOTAL
<u>Contribution</u>	Contribution	HUB Recharge	YEAR 1
			CONTRIBUTION
Anglesey	£68,417	£4,065	£72,482
Conwy	£110,676	£6,597	£114,753
Denbighshire	£97,122	£5,821	£102,943
Flintshire	£126,412	£7,476	£131,368
Gwynedd	£117,463	£7,009	£124,472
Wrexham	£133,259	£7,966	£141,225
TOTAL	£653,349	£38,934	£687,243

YEAR 2

<u>Contribution</u>		2%	HUB	TOTAL
		EFFICIENY	Recharge	YEAR 2
				CONTRIBUTION
Anglesey	£68,417	£1,368		£67,049
Conwy	£110,676	£2,214	(£2,520)	£105,942
Denbighshire	£97,122	£1,942		£95,180
Flintshire	£126,412	£2,528	(£2,520)	£121,364
Gwynedd	£117,463	£2,349		£115,114
Wrexham	£133,259	£2,665		£130,594
TOTAL	£653,349	£13,067	(£5,040)	£635,242

YEAR 3

<u>Contribution</u>		2%	HUB	TOTAL
		EFFICIENY	Recharge	YEAR 3
				CONTRIBUTION
Anglesey	£67,049	£1,341		£65,708
Conwy	£108,462	£2,169	(£2,520)	£103,773
Denbighshire	£95,180	£1,904		£93,276
Flintshire	£123,884	£2,478	(£2,520)	£118,886
Gwynedd	£115,114	£2,302		£112,811
Wrexham	£130,594	£2,612		£127,982
TOTAL	£640,282	£12,806	(£5,040)	£622,436

9.0 Conclusion

The first twelve months of the Service has provided not just challenges but also opportunities to develop a new approach to cross council working.

The work programme is on course to accomplish the vision for: reducing duplication of tasks, harmonising plans and resilience of teams, improve sharing of specialist support and common tasks, ensuring all Local authorities are at the same state of readiness and improving communications between the councils and the NWRP.

Looking ahead to the changes and challenges that will inevitably occur over the next few years with the realignment of councils and, with the support of the executive board we are confident that as a Service, having already gone through the process, we can demonstrate the positive effects of regional collaborative working.

With the appropriate governance and strong working partnerships in place there is optimism that the objectives will be met and that the regional model will demonstrate the positive effects of regional collaboration. The Service will continue working closely with the executive board members to ensure good governance and communication across the region continues.

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CORPORATE RESOURCES OVERVIEW AND SCRUTINY

Date of Meeting	Thursday 14 April 2016
Report Subject	Revenue Budget Monitoring (Month 10)
Cabinet Member	Leader of the Cabinet and Cabinet Member for Finance
Report Author	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

The purpose of this report is to provide Members with the Revenue Budget Monitoring 2015/16 (Month 10) Report.

RECOMMENDATIONS

1	That the committee considers and comments on the Revenue Budget Monitoring 2015/16 (Month 10) report. Any specific matters for attention will be noted and reported verbally to the Cabinet when it considers the report.
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REPORT DETAILS

1.00	EXPLAINING THE REVENUE BUDGET MONITORING POSITION 2015/16 (MONTH 10)
1.01	The Revenue Budget Monitoring 2015/16 (Month 10) report will be presented to Cabinet on Tuesday 22 March 2016. A copy of the report is attached as Appendix A to this report.

2.00	RESOURCE IMPLICATIONS
2.01	As set out in Appendix A; Revenue Budget Monitoring 2015/16 (Month 10).

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None required.

4.00	RISK MANAGEMENT
4.01	As set out in Appendix A; Revenue Budget Monitoring 2015/16 (Month 10).

5.00	APPENDICES
5.01	Appendix A; Revenue Budget Monitoring 2015/16 (Month 10).

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None required. Contact Officer: Sara Dulson, Finance Manager Telephone: 01352 702287 E-mail: sara.dulson@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	(1) Revenue: a term used to describe the day to day costs of running Council services and income deriving from those services. It also includes charges for the repayment of debt, including interest, and may include direct financing of capital expenditure. (2) Budget: a statement expressing the Council's policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue budget and capital programme and any authorised amendments to them.



CABINET MEETING

Date of Meeting	Tuesday, 19 April 2016
Report Subject	Revenue Budget Monitoring 2015/16 (Month 10)
Portfolio Holder	Leader of the Council and Cabinet Member for Finance
Report Author	Corporate Finance Manager
Type of Report	Operational

EXECUTIVE SUMMARY

This regular monthly report provides the latest revenue budget monitoring position for 2015/16 for the Council Fund and Housing Revenue Account. The position is based on actual income and expenditure as at Month 10, and projects forward to year-end.

The projected year end position is as follows:

Council Fund

- Net in year expenditure forecast to be £1.110m lower than budget
- Projected contingency reserve balance at 31 March 2016 of £4.746m

Housing Revenue Account (HRA)

- Net in year expenditure forecast to be £0.092m lower than budget
- Projected closing balance as at 31 March 2016 of £1.329m

RECOMMENDATIONS

1	Note the overall report and the projected Council Fund contingency sum as at 31 st March 2016.
2	Note the projected final level of balances on the Housing Revenue Account.

3	To agree the carry forward requests as stated in Appendix 6.
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REPORT DETAILS

1.00	THE REVENUE BUDGET MONITORING POSITION FOR MONTH 10 - 2015/16																																																																						
1.01	<p><u>Council Fund Latest In Year Forecast</u></p> <p>The table below shows the projected position by portfolio.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">TOTAL EXPENDITURE AND INCOME</th> <th style="text-align: center;">Original Budget</th> <th style="text-align: center;">Revised Budget</th> <th style="text-align: center;">Projected Outturn</th> <th style="text-align: center;">In-Year Over/ (Under) spend</th> </tr> <tr> <th></th> <th style="text-align: center;">£m</th> <th style="text-align: center;">£m</th> <th style="text-align: center;">£m</th> <th style="text-align: center;">£m</th> </tr> </thead> <tbody> <tr> <td>Social Services</td> <td style="text-align: right;">59.696</td> <td style="text-align: right;">59.031</td> <td style="text-align: right;">58.995</td> <td style="text-align: right;">(0.036)</td> </tr> <tr> <td>Community & Enterprise</td> <td style="text-align: right;">12.598</td> <td style="text-align: right;">12.872</td> <td style="text-align: right;">12.261</td> <td style="text-align: right;">(0.611)</td> </tr> <tr> <td>Streetscene & Transportation</td> <td style="text-align: right;">27.782</td> <td style="text-align: right;">28.440</td> <td style="text-align: right;">29.348</td> <td style="text-align: right;">0.908</td> </tr> <tr> <td>Planning & Environment</td> <td style="text-align: right;">4.887</td> <td style="text-align: right;">5.420</td> <td style="text-align: right;">5.531</td> <td style="text-align: right;">0.111</td> </tr> <tr> <td>Education & Youth</td> <td style="text-align: right;">13.760</td> <td style="text-align: right;">12.127</td> <td style="text-align: right;">12.129</td> <td style="text-align: right;">0.002</td> </tr> <tr> <td>Schools</td> <td style="text-align: right;">82.670</td> <td style="text-align: right;">84.273</td> <td style="text-align: right;">84.273</td> <td style="text-align: right;">0.000</td> </tr> <tr> <td>People & Resources</td> <td style="text-align: right;">4.595</td> <td style="text-align: right;">4.609</td> <td style="text-align: right;">4.505</td> <td style="text-align: right;">(0.104)</td> </tr> <tr> <td>Governance</td> <td style="text-align: right;">8.689</td> <td style="text-align: right;">8.715</td> <td style="text-align: right;">8.958</td> <td style="text-align: right;">0.243</td> </tr> <tr> <td>Organisational Change</td> <td style="text-align: right;">9.569</td> <td style="text-align: right;">9.546</td> <td style="text-align: right;">9.105</td> <td style="text-align: right;">(0.441)</td> </tr> <tr> <td>Chief Executive</td> <td style="text-align: right;">3.296</td> <td style="text-align: right;">3.087</td> <td style="text-align: right;">2.909</td> <td style="text-align: right;">(0.178)</td> </tr> <tr> <td>Central & Corporate Finance</td> <td style="text-align: right;">23.915</td> <td style="text-align: right;">23.337</td> <td style="text-align: right;">22.333</td> <td style="text-align: right;">(1.004)</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">251.457</td> <td style="text-align: right;">251.457</td> <td style="text-align: right;">250.347</td> <td style="text-align: right;">(1.110)</td> </tr> </tbody> </table>	TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	Projected Outturn	In-Year Over/ (Under) spend		£m	£m	£m	£m	Social Services	59.696	59.031	58.995	(0.036)	Community & Enterprise	12.598	12.872	12.261	(0.611)	Streetscene & Transportation	27.782	28.440	29.348	0.908	Planning & Environment	4.887	5.420	5.531	0.111	Education & Youth	13.760	12.127	12.129	0.002	Schools	82.670	84.273	84.273	0.000	People & Resources	4.595	4.609	4.505	(0.104)	Governance	8.689	8.715	8.958	0.243	Organisational Change	9.569	9.546	9.105	(0.441)	Chief Executive	3.296	3.087	2.909	(0.178)	Central & Corporate Finance	23.915	23.337	22.333	(1.004)	Total	251.457	251.457	250.347	(1.110)
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1.02	The reasons for the projected variances occurring to date are summarised within appendix 2 with movements between periods summarised in appendix 1.																																																																						
1.03	<p>Significant budget movements between original and revised budget</p> <p>There has been a significant budget movement in month 10, £0.607m was transferred from the delegated Schools budget to Education & Youth. This relates to the realignment of the Additional Learning Needs delegated funding.</p> <p>There has also been a transfer of £0.102m from Central & Corporate Finance to Planning & Environment of £0.089m and Streetscene & Transportation of</p>																																																																						

	£0.014m relating to successful single status appeals.
1.04	<p>Streetscene and Transportation</p> <p>The overall overspend within Streetscene & Transportation has increased from a projected £0.897m overspend at Month 9 to £0.908m as at Month 10. The projected overspend within the service is due in part to the delay in the implementation of a number of efficiencies as reported to the Programme Board. In addition fluctuations in recycle sales due to a volatile market has led to an increased pressure on income projections which have resulted in a shortfall of £0.390m. Full details of movements are explained in Appendix 2.</p>
1.05	<p>Programme of Efficiencies</p> <p>The 2015/16 budget contains £12.874m of specific efficiencies which are being tracked.</p>
1.06	Appendix 3 provides detail on the latest position where there is a variation to the level of efficiency achievable compared to the budget.
1.07	This shows that it is currently projected that £10.628m (83%) will be achieved resulting in a net underachievement of £2.246m. The underachieved efficiencies are included within the projected outturn figure. The position will continue to be monitored and reported throughout the monthly monitoring process.
1.08	<p>Inflation</p> <p>Included within the 2015/16 budget are provisions for pay (£1.304m), targeted price inflation (£0.421m), non-standard inflation (£0.102m) and income (£0.254m).</p>
1.09	For 2015/16 the amounts for non-standard inflation (NSI) include an allocation for food (£0.064m) and an allocation for Non Domestic Rates (£0.038m).
1.10	There is an amount of £0.240m remaining from 2014/15 which is also being held centrally. Areas subject to NSI increases will be monitored throughout the year and allocations made to portfolio areas only where a critical funding need is evidenced.
1.11	It is anticipated that the £0.064m for food inflation will not be required. In addition to this there is a surplus of £0.061m remaining from inflation set aside for pay. Therefore £0.125m is now projected to underspend. The balance of the 2014/15 inflation and £0.110m from the in-year inflation have been included as an efficiency within the 2016/17 budget.

	Reserves and Balances
1.12	Unearmarked Reserves The 2014/15 outturn reported to Cabinet on 14 th July 2015 showed unearmarked reserves at 31 March 2015 (above the base level of £5.769m) of £4.746m.
1.13	Taking into account previous allocations and the current underspend at Month 9 the balance on the contingency reserve at 31 st March 2016 is projected to be £4.746m.
1.14	Earmarked Reserves The Council has developed a reserves protocol which was considered by Audit Committee and approved by County Council on 24 th September 2015. This sets out the principles around how the council will determine, manage and review the level of its reserves and includes reference to regular reporting of the latest position to Cabinet and Corporate Resources Overview and Scrutiny Committee. The next updated position on earmarked reserves will be included in the month 12 monitoring report.
	Housing Revenue Account
1.15	On 17 February 2015 the Council approved a Housing Revenue Account (HRA) budget for 2015/16 of £30.776m. The budget provided for a closing balance of £1.396m.
1.16	The 2014/15 Outturn Report to Cabinet on 14 July 2015 showed a closing balance at the end of 2014/15 of £1.510m.
1.17	The Month 10 monitoring report for the HRA is projecting in year expenditure to be £0.092m lower than budget and a projected closing balance as at 31 March 2016 of £1.329m, which at 4.3% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.
1.18	Carry Forward Requests Various requests to carry forward funding into 2016/17 have been identified. Details of all carry forward requests are shown in appendix 6 and are recommended for approval.

2.00	RESOURCE IMPLICATIONS
2.01	The Budget Monitoring Report reflects the planned use of the financial

	resources of the Council for the current financial year and details the variations occurring to date.
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3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None Required.

4.00	RISK MANAGEMENT
4.01	<p>Municipal Mutual Insurance (MMI) MMI was the predominant insurer of public sector bodies prior to 1992 when it failed. To ensure an orderly “run off” Flintshire, along with other local authorities, was required to pay a levy of 15% of its share of claims paid previously and of any future claims. MMI’s administrator has recently published their 2015 accounts which shows that due to an increase in the number of claims generally, there will be a need to increase the levy in the future, affecting claims paid previously and future claims. A recommendation was approved to meet a significant liability which reflects a 20% increase in the levy however there remains a risk that the future provision may escalate further. Status: stable/green risk.</p>
4.02	<p>Recycling The recycling market (paper in particular) is going through a volatile period with fluctuating re-cycle sale values. This will impact on 2015/16 recycling income levels for the Council. The current impact is reflected in the Month 9 projections and continues to be monitored throughout the year. A budget pressure for this income has been included in the 2016/17 budget to help mitigate this risk for future years. Status: unstable/red risk.</p>
4.03	<p>Out of County Placements The risk is the volatility in demand and the impacts on service costs which cannot be predicted with any certainty. Therefore there is always a risk of significant variances occurring although this area continues to be closely monitored. Status: unstable/amber risk.</p>

5.00	APPENDICES
5.01	<p>Council Fund – Movement in Variances from Month 9 – Appendix 1 Council Fund – Budget Variances – Appendix 2 Council Fund – Programme of Efficiencies – Appendix 3 Council Fund – Movement on unearmarked reserves – Appendix 4 Housing Revenue Account Variances – Appendix 5 Council Fund – Carry Forward Requests – Appendix 6</p>

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>None required</p> <p>Contact Officer: Sara Dulson Finance Manager</p> <p>Telephone: 01352 702287</p> <p>E-mail: sara.dulson@flintshire.gov.uk</p>
7.00	GLOSSARY OF TERMS
7.01	Budget: a statement expressing the Council's policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue budget and capital programme and any authorised amendments to them.
7.02	Council Fund: the fund to which all the Council's revenue expenditure is charged.
7.03	Financial Year: the period of twelve months commencing on 1 April.
7.04	Housing Revenue Account: the Housing Revenue Account (HRA) is a local authority account showing current income and expenditure on housing services related to its own housing stock. The account is separate from the Council Fund and trading accounts and is funded primarily from rents and government subsidy.
7.05	Projected Outturn: projection of the expenditure to the end of the financial year, made on the basis of actual expenditure incurred to date.
7.06	Reserves: these are balances in hand that have accumulated over previous years and are held for defined (earmarked reserves) and general (general reserves) purposes. Councils are required to regularly review the level and purpose of their reserves and to take account of the advice of the Chief Finance Officer.
7.07	Revenue: a term used to describe the day-to-day costs of running Council services and income deriving from those services. It also includes charges for the repayment of debt, including interest, and may include direct financing of capital expenditure.
7.08	Underspend: when referring to expenditure the actual expenditure incurred is less than budget. Shown as a -ve. When referring to income the actual income achieved exceeds the budget. Shown as a -ve.

7.09	Variance: difference between latest budget and actual income or expenditure. Can be to date if reflecting the current or most up to date position or projected, for example projected to the end of the month or financial year.
7.10	Virement: the transfer of budget provision from one budget head to another. Virement decisions apply to both revenue and capital expenditure heads, and between expenditure and income, and may include transfers from contingency provisions. Virements may not however be approved between capital and revenue budget heads.



COUNCIL FUND - REVENUE BUDGET 2015/16
FLINTSHIRE COUNTY COUNCIL

Budget Monitoring (Month 10)
Summary of Movement from Month 9

	£m	£m
Month 9		
Portfolios	(0.106)	
Central and Corporate Finance	(1.136)	
Variance as per Cabinet Report		(1.242)
Month 10		
Portfolios	(0.106)	
Central and Corporate Finance	(1.004)	
Variance as per Directorate Returns		(1.110)
Change Requiring Explanation		0.132
Social Services		
Services For Adults		
• Locality Teams (Older People Purchasing) - reduction in projected overspend due to reduced demand for domiciliary care (-£0.036m), and residential care (-£0.021m), with other minor variances making up the remaining -£0.004m.	(0.061)	
• Residential Care (Older People - Provider Services) - increase in projected property income and increase in income for free nursing.	(0.067)	
• Other Services for Adults (Older People - Provider Services) - anticipated use of reserve no longer to be drawn down as part of internal reserve management strategy	0.163	
• Resources & Regulated Services - Increase in costs due for a retrospective claim from a service provider following a rate increase agreed by the former commissioning hub.	0.230	
• Vulnerable Adults and Disability Service (Disability Services) - revised commitment for new/existing transition service users following service review.	(0.417)	
• Administrative Support (Disability Services) - transfer of agency social worker costs to PDSI (-£0.041m), plus reallocation of advocacy costs (-£0.028m).	(0.069)	
Minor variances of less than £0.025m		
• Learning Disabilities / PDSI	0.004	
• Older People (Provider Services)	(0.001)	
• Older People (Purchasing)	(0.001)	
• Mental Health Services	0.002	
Subtotal: Services for Adults		(0.217)
Development & Resources		
• Good Health team - costs of a NEWCIS Saturday Carer Event held in Croes Atti.	0.032	
Minor variances of less than £0.025m		
• Business Systems and Financial Assessment	(0.006)	
• Deputyship Team	0.001	
• Business Services - Income	0.010	
• Management & Support	0.010	
• Training	(0.009)	
• Commissioning	0.005	
Subtotal: Development & Resources		0.043
Children's Services		
Minor variances of less than £0.025m		
• Children's Training	(0.014)	
• Family Placement	0.011	
• Grants	(0.014)	
• Family Support	0.009	
• Prevention & Support	0.009	
• Other Residential	0.001	
• Professional Support	0.022	
• Flying Start	0.017	
• Out of County	0.018	
• Children & Safeguarding	0.002	
Subtotal: Children's Services		0.061
Total: Social Services		(0.113)

Community & Enterprise

Customer & Housing Services	
• Additional underspend on Flintshire Connects	(0.007)
Subtotal: Customer & Housing Services	(0.007)
Council Fund Housing	
• Procurement of Telecare Equipment	0.018
• Savings in respect of the Community Based Accommodation Support Service	(0.062)
Subtotal: Council Fund Housing	(0.044)
Regeneration	
• Reduced Markets income	0.002
• Further capitalisation of costs in Housing Regeneration & Strategy	(0.030)
Subtotal: Regeneration	(0.028)
Revenues & Benefits	
• Additional Surplus on the Council Tax Collection Fund	(0.050)
• Further underspend on the Council Tax Reduction Scheme provision	(0.007)
• Additional DWP New Burdens funding	(0.014)
Subtotal: Revenues & Benefits	(0.071)
Housing Programmes	
• SHARP Procurement	0.031
Subtotal: Housing Programmes	0.031
Minor changes of less than £0.025m.	
• Customer & Housing Services	0.011
• Council Fund Housing	0.001
• Regeneration	(0.014)
• Revenues & Benefits	0.010
• Housing Programmes	0.027
Total minor variances of less than £0.025m	0.035
Total: Community & Enterprise	(0.084)

Streetscene & Transportation Portfolio

Minor variances of less than £0.025m	
• Ancillary Services & Performance	0.012
• Highway Network	(0.012)
• Transport & Logistics	0.011
Total minor variances of less than £0.025m	0.011
Total: Streetscene & Transportation	0.011

Planning & Environment Portfolio

Minor variances of less than £0.025m	
• Business	(0.013)
• Community	0.001
• Development	0.015
• Strategy	0.004
• Administration	0.006
• Vacant Posts	(0.024)
Total minor variances of less than £0.025m	(0.011)
Total: Planning & Environment	(0.011)

Education & Youth**Inclusion Services**

• Out of County - 2 new placements, increased provisions and a new 8 week assessment have been partially offset by 2 placements ending.	0.022	
Subtotal: Inclusion Services		0.022

Minor variances of less than £0.025m

• Primary School Services	(0.010)	
• Secondary School Services	(0.007)	
• Access - School Provision	(0.012)	
• Adult & Community Education	(0.003)	
• Community Centres	0.001	
• Youth Justice Service	0.002	
• Youth & Community Service	(0.001)	
• Commissioning & Performance - Business Support	0.003	
• School Management Information	0.008	
Total minor variances of less than £0.025m		(0.019)

Total: Education & Youth		0.003
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People & Resources**Minor variances of less than £0.025m**

• HR & OD	(0.004)	
• Corporate Finance	0.014	
Total minor variances of less than £0.025m		0.010

Total: People & Resources		
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Governance**Procurement**

• The efficiency relating to income from charging suppliers will not be achieved this financial year.	0.116	
Subtotal: Procurement		0.116

Minor variances of less than £0.025m

• Legal Services	0.013	
• Democratic Services	(0.014)	
• Internal Audit	(0.002)	
• Records Management	(0.003)	
Total minor variances of less than £0.025m		(0.006)

Total: Governance		0.110
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Organisational Change**Valuation & Estates**

• The shortfall in rental income from the Gaz du France site is to be met through in year savings, which previously were to be met through Reserves .	0.143	
Subtotal: Valuation & Estates		

Property Design & Consultancy

• Additional design fees over budgeted income target achieved.	(0.037)	
Subtotal: Property Design & Consultancy		

Facilities

• £0.023m additional income achieved from increase in school meals.	(0.023)	
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Minor variances of less than £0.025m

• Public Libraries & Arts, Culture & Events	0.003	
• Leisure Services	(0.001)	
• Facilities	(0.007)	
Total minor variances of less than £0.025m		0.078

Total: Organisational Change		0.078
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Chief Executive**Minor variances of less than £0.025m**

• Minor variances less than £0.025m	(0.004)	
Total: Chief Executive		(0.004)

Central & Corporate Finance

• Coroners Fees	0.031
• Projected under-recovery of contribution to pension fund	0.178
• Euticals Running Costs	(0.044)
• Matrix Rebates	(0.020)
• Minor variances	(0.013)
Total: Central & Corporate Finance	<u>0.132</u>

Total Changes

0.132

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
Social Services Locality Teams (Localities)	14.677	14.146	(0.531)	(0.470)	<p>Domiciliary Care There are some significant compensating variances in this area. The main area of pressure is Domiciliary Care, which is still being influenced by clients returning to the service following successful past rehabilitation, the changing demographic profile, increased complexity of need and increasing numbers of people with dementia. The current level of projected overspend is £0.447m which has significantly reduced from the 2014/15 outturn position of £0.837m, which has been partly influenced by the cessation of one complex package.</p> <p>Residential Care The significant projected overspend on Domiciliary care is being more than offset by a projected underspend of (£0.753m) on residential care, which includes, an underspend of (£0.219m) on payments to care home providers, an underspend of (£0.493m) due to an increase in the level of property related income, plus further increases in income above budget including (£0.040m) for free nursing.</p> <p>Professional Support A further area of significant underspend is the professional support within the area Localities teams. There is a total projected underspend of (£0.244m) which relates to staffing due to Social Worker vacancies, which includes a total of (£0.119), relating to the Hospital Social Work team which has transferred into Localities from Intake & Reablement (Resources and Regulated Services).</p> <p>Other Other minor variances amount to a net £0.019m within Day care and other services.</p>	Recommend budget realignment adjustments to use underspends elsewhere in service to address pressures.

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
Reablement Services (Intake and Reablement)	0.479	0.414	(0.065)	(0.067)	The projected under spend is mainly due to the reallocation of an officer to another service promoting Continuing Health Care independence.	Keep under review.
Resources & Regulated Services (Disability Services)	15.239	15.635	0.396	0.159	This service is now reflecting the transfer of budget in relation to the Independent Living fund (ILF) to Central and Corporate as a one off efficiency. The remaining element is in relation to the additional administration capacity needed to manage the payments to service users and for obligations to fund employer liability insurance payments for service users who employ carers. A further influence on the overspend relates to a claim from an external provider of £0.230m for recovery of a backdated increase in the rate for a service provider following review by the former Commissioning hub.	Recommend budget realignment adjustments to use underspends elsewhere in service to address pressures.
Vulnerable Adults and Disability Service (Disability Services)	2.299	2.016	(0.283)	0.134	Reflects current care packages for 2015/16. Period 10 includes a revised commitment for new/additional transition clients. Previous commitments in terms of expected costs for service users have now been significantly reduced following service review and revised outcomes.	Keep under review.
Administrative Support (Disability Services)	0.304	0.326	0.022	0.094	This overspend is mainly due to pressures on employees costs, including use of agency staff. At period 10 some of the overspend was offset by transfer of costs for a Social Work post to PDSI and reallocation of advocacy costs.	Keep under review.
Residential and Domiciliary Service (Mental Health & Substance Misuse Service)	0.813	0.995	0.182	0.182	Increases in Residential and Domiciliary packages alongside additional new package costs.	Keep under review.
Forensic Budget (Mental Health & Substance Misuse Service)	0.317	0.197	(0.120)	(0.118)	Reflects current care packages for 2015/16.	Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts.

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
Other Services for Adults variances (aggregate)	11.011	11.035	0.024	(0.072)	Various minor variances. At period 10, the potential available funding be drawn down from reserves is not required based on the current projected outturn position for Older People.	Continue to review but not expected to be recurrent.
Business Services - Charging Policy Income	(1.673)	(1.881)	(0.208)	(0.218)	Impact of an increase by Welsh Government in the level of the maximum charge cap from £55 per week to £60 per week.	Recommend budget realignment adjustments to use underspends elsewhere in service to address pressures.
Training	0.047	0.154	0.107	0.116	The base budget for this service has naturally reduced as a consequence of the combined impact of Single Status outcomes and EVR/VR determinations. As a consequence the match funding element of the budget has fallen below the level required to meet the grant conditions for the Social Care Workforce Development Programme Grant (SCWDP). It will be necessary therefore to realign the budget from elsewhere within Social Services to top up to the level required.	Recommend budget realignment adjustments to use underspends elsewhere in service to address pressures.
Other Development & Resources variances (aggregate)	2.418	2.580	0.162	0.120	Various minor variances. At period 10, additional costs of £0.035m have been allocated for funding a NEWCIS Carers Event at Croes Atti.	Continue to review but not expected to be recurrent.
Family Placement (Children's Services)	2.227	2.485	0.258	0.247	The £0.258m overspend is a result of an increase in the number of foster care placements within the service. Part of this is also due to the increasing number of court orders for Residence and Special Guardianship orders which invariably attract an ongoing allowance for the carers.	A review of the Family Placement Team has been undertaken, the outcome of which is being considered and will inform future planning and possible efficiencies.

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
Professional Support	4.997	5.144	0.147	0.125	There is a reduced projected overspend of £0.143m on agency pay costs within the Duty & Assessment team, which is due to the need to deploy staff to address key risks within this area of the service. This overspend has been partly mitigated by way of an allocation of £0.100m from the contingency reserve as approved by Cabinet when considering the Month 7 budget monitoring report. There is a further pressure of £0.085m which relates to the Children's and Young Adults Support team (CYAST). This is due to pressures within payments to external providers of £0.093m and Transport £0.046m, with some offsetting underspends against pay budgets due to vacancies. There are offsetting net underspends of (£0.081m) elsewhere within Children's Services Professional Support, including a significant underspend on staffing within the Family Intervention team.	Recommend budget realignment adjustments to use underspends elsewhere in service to address pressures.
Out of County Placements	3.416	3.216	(0.200)	(0.218)	Reflects current care packages for 2015/16.	Keep under review.
Other Services for Children variances (aggregate)	2.460	2.533	0.073	0.063	Various minor variances.	Continue to review but not expected to be recurrent.
Total Social Services	59.031	58.995	(0.036)	0.077		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
Community & Enterprise Customer & Housing Services	1.705	1.441	(0.264)	(0.268)	Additional in-year saving identified in respect of Homeless Accommodation (£0.094m). Community Centres additional underspend (£0.049m). Underspend on the Flintshire Connects service provision (£0.094m). Switchboard in-year underspend (£0.026m). Other minor variances (£0.001m).	Continue to monitor and review.
Council Fund Housing	(0.086)	(0.118)	(0.032)	0.011	Telecare income lower than anticipated by £0.061m. Procurement of telecare equipment £0.058m. Savings of (£0.144m) in respect of the Community Based Accommodation Support Service. Other minor variances of (£0.007m).	Continue to monitor and review.
Regeneration	0.550	0.562	0.012	0.054	Estimated shortfall of £0.048m in markets due to income targets increasing in line with inflation each year, where charges have not increased at the same rate. Further capitalisation of costs in Housing Regeneration & Strategy (£0.030m). Other minor variances (£0.006m).	Continue to monitor and review
Revenues & Benefits	10.631	10.182	(0.449)	(0.388)	Anticipated surplus on the Council Tax Collection Fund currently stands at (£0.291m) higher than initially estimated. Staffing savings (£0.058m). Projected underspend on the budgeted provision for the Council Tax Reduction Scheme (£0.333m). Housing Benefit Subsidy budgeted shortfall of £0.350m. Additional New Burdens funding from DWP (£0.090m). Other minor variances of (£0.027m).	Continue to monitor closely as these areas are highly volatile and projections are likely to change throughout the year.
Housing Programmes	0.072	0.194	0.122	0.064	Expenditure of £0.095m to enable the Strategic Housing and Regeneration Programme (SHARP) to move forward with the development of the Over Arching Legal Agreement with Wates Living Space. This expenditure has supported the expedient development of schemes on The Walks, Flint and Custom House School, Connah's Quay which will both be on site by March 2016. Other minor variances of £0.027m.	Continue to monitor and review.
Total Community & Enterprise	12.872	12.261	(0.611)	(0.527)		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
Streetscene & Transportation Ancillary Services & Performance - Waste Disposal & Waste Collection	6.572	7.472	0.900	0.883	<p>Reduced electricity sales from gas engines following equipment breakdown and fluctuating levels of gas extraction is now estimated at £0.100m.</p> <p>Further options are being considered and consultation undertaken in relation to the proposed closure of Hope recycling centre. In addition, changes to the later than expected introduction of new operating times at Connah's Quay and Flint sites will result in a total projected shortfall on the budgeted efficiency of £0.160m.</p> <p>Delayed implementation of delivery service for waste containers £0.050m and introduction of charge for second waste bin £0.025m.</p> <p>Under achieving in the recycling market due to a volatile period with fluctuating re-cycle sale values £0.390m. Part year income due of £0.010m in 2015-16 for compost from Denbighshire CC (£0.050m shortfall against £0.060m budget) as they will not be using the composting facilities at Greenfield until January 2016.</p> <p>Additional costs of £0.040m for hire of loading shovels at Greenfield HRC Site, protective clothing costs and equipment purchase and increase in estimated waste treatment tonnages of £43k through to the 31st March.</p> <p>£10k of increase relating to NE Hub Food Waste. The food waste contractor requesting additional funds due to a change in law due to the withdrawal of the Levy Exemption Certificates which ceased from 31/07/15.</p>	<p>Potential for investment to upgrade/install new extraction wells and new management arrangement.</p> <p>Reported through Programme Board Efficiency Tracker.</p> <p>Reported through Programme Board Efficiency Tracker.</p> <p>Monitor recycling market closely throughout 2015/16 and amend projections accordingly.</p> <p>Monitor Supplies & services and implement commitment challenge.</p> <p>Continue to monitor and review.</p>

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
Ancillary Services & Performance - Parking & Enforcement	0.076	0.175	0.099	0.099	Shortfall from Business Planning proposals following delays in the implementation of car parking charges across the County.	Monitor Car Parking Income closely and amend projections accordingly.
Ancillary Services & Performance - Other Variances	0.799	0.789	(0.010)	(0.005)	Minor Variances.	Reported through Programme Board Efficiency Tracker.
Logistics & Resource Services - Fleet	4.808	4.729	(0.079)	(0.097)	Projected reduction in annual fuel costs, due to reducing fuel prices and more efficient usage of vehicles.	Continue to review.
Transportation & Logistics - other Variances	8.590	8.530	(0.060)	(0.053)	Minor Variances.	Reported through Programme Board Efficiency Tracker.
Highways Strategy & Network	7.404	7.462	0.058	0.070	Delay in the full externalisation of grass cutting service resulting in a net shortfall of £0.030m. The implementation of the reduced cleansing standards is now anticipated to be 1st January 2016 which will result in an estimated shortfall in the efficiency of £0.090m. Reduced commitment for Ground Work operations following transition into winter related work and additional staff recharges.	Reported through Programme Board Efficiency Tracker. Reported through Programme Board Efficiency Tracker. Monitor Employee Costs.
Highway Network - other Variances	0.191	0.191	0.000	0.000	Due to the below average winter up to the end of February 2016, there is a potential underspend of (£0.060m) within winter maintenance if current weather patterns continue to the 31st March. No variance currently reported in the monitoring figures.	Continue to review.
Total Streetscene & Transportation	28.440	29.348	0.908	0.897		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
Planning & Environment Pest Control Dog Warden	0.043	0.056	0.013	0.018	Potential Shortfall in the self financing position.	Monitor level of services provided and adjust income commitment as appropriate.
Licensing	0.002	(0.009)	(0.011)	(0.002)	At Period 10, the level of fees received and the projections to financial year end indicate a slight improving position.	Monitor level of services provided and adjust income commitment as appropriate.
Community - Aggregate of other Variances	0.683	0.704	0.021	0.007	At Period 10, commitment challenge has been successful in reducing the level/value of future projected expenditure and updated income projections.	Continue to monitor committed expenditure and reduce/remove where possible
Animal Health & Defra	0.126	0.170	0.044	0.044	Reduced DEFRA Grant Funding, resulting in the partnership with Wrexham CBC ending in December 2015 and the income target remaining within the service.	Investigate ways to reduce Grant Income target through potential budget realignment as total funding will cease from 2016/17.
Business - Aggregate of other Variances	1.485	1.448	(0.037)	(0.018)	At Period 10, commitment challenge has been successful in reducing the level/value of future projected expenditure.	Continue to monitor committed expenditure and reduce/remove where possible
Planning Control & Enforcement	(0.133)	0.007	0.140	0.129	Shortfall from Planning Application fees not being increased by 15% until October, 2015 under the Planning (Wales) Bill. This was originally proposed for April, 2015 and reflected in Business Planning efficiencies.	Planning Fee Income levels will be closely monitored.
Development - Aggregate of other Variances	0.133	0.123	(0.010)	(0.014)	Continued commitment challenge across the portfolio.	Continue to review.
Portfolio Aggregate of other Variances	3.081	3.032	(0.049)	(0.042)	Continued commitment challenge across the portfolio.	Continue to monitor committed expenditure and reduce/remove where possible.
Total Planning & Environment	5.420	5.531	0.111	0.122		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
Education & Youth						
Primary & Early Years Education	0.868	0.853	(0.015)	(0.005)	Minor Variances.	Continue to review.
Secondary, 14-19 & Continuing Education	1.117	1.117	0.000	0.007	Minor Variances.	Continue to review.
Inclusion Services	7.464	7.595	0.131	0.109	Out of County placements are an area of risk to the authority due to the volatile nature of the service and the potential for high cost placements and unpredictability of demand.	Continue to review.
Access (School Planning & Provision)	0.508	0.472	(0.036)	(0.024)	Minor Variances - includes savings reported for Insurance claims.	Continue to review.
21st Century Schools	0.196	0.196	0.000	0.000	No Variance.	Continue to review.
Youth Services	1.436	1.433	(0.003)	(0.002)	Minor Variances.	Continue to review.
Commissioning & Performance	0.346	0.310	(0.036)	(0.039)	Vacancy savings following a Senior Management Restructure with Education and Youth Portfolio.	Continue to review.
School Management & Information Team	0.192	0.153	(0.039)	(0.047)	Vacancy savings following a Senior Management Restructure with Education and Youth Portfolio.	Continue to review.
Total Education & Youth	12.127	12.129	0.002	(0.001)		
Schools						
Primary & Early Years Education	44.599	44.599	0.000	0.000	No Variance.	Continue to review.
Secondary, 14-19 & Continuing Education	35.744	35.744	0.000	0.000	No Variance.	Continue to review.
Inclusion Services	3.930	3.930	0.000	0.000	No Variance.	Continue to review.
Total Schools	84.273	84.273	0.000	0.000		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
People & Resources						
HR&OD	2.243	2.224	(0.019)	(0.015)	A 2015/16 budget efficiency of £0.105m is being reported as not achievable. In addition to this there is an overspend on the Disclosure & Disbarring Service of £0.011m and Software of £0.030m. These overspends are being offset by workforce underspends of (£0.154m). There are minor variances of (£0.011m).	The efficiencies are expected to be achieved in full next year. Workforce underspends are in-year only.
Corporate Finance	2.366	2.281	(0.085)	(0.099)	A 2015/16 budget efficiency is being reported as being partially achieved with a shortfall of £0.038m. This is being offset by temporary workforce underspends of (£0.134m). There are minor variances of £0.011m.	The efficiencies are expected to be achieved in full next year. Workforce underspends are in-year only.
Total People & Resources	4.609	4.505	(0.104)	(0.114)		
Governance						
Legal Services	0.610	0.641	0.031	0.018	Minor Variances.	Overspend is not expected to be recurrent.
Democratic Services	1.911	1.995	0.084	0.098	The overspend is due to a delay in achieving an efficiency of £0.110m which was agreed within the 2014/15 budget. An underspend of year (£0.026m) is due to minor variances.	The efficiency is expected to be achieved in full next year.
Internal Audit	0.416	0.411	(0.005)	(0.003)	Minor Variances.	Underspend is not expected to be recurrent.
Procurement	0.138	0.266	0.128	0.012	This overspend is due to the non-achievement of an efficiency of £0.116m within 2015/16 and also minor variances of £0.012m.	Overspend is not expected to be recurrent.
Business Support	0.740	0.703	(0.037)	(0.037)	Minor Variances.	Underspend is not expected to be recurrent.
Records Management	0.174	0.188	0.014	0.017	Minor Variances.	Overspend is not expected to be recurrent.
ICT	4.726	4.754	0.028	0.028	Minor Variances.	Overspend is not expected to be recurrent.
Total Governance	8.715	8.958	0.243	0.133		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
Organisational Change						
Public Libraries & Arts, Culture & Events	1.764	1.752	(0.012)	(0.015)	Minor Variances.	Continue to review.
Museums Service	0.064	0.066	0.002	0.002	Minor Variances.	Continue to review.
County Archives	0.260	0.259	(0.001)	(0.001)	Minor Variances.	Continue to review.
Leisure Services	3.970	3.985	0.015	0.016	£0.070m Deeside Ice rink income pressure offset by premises & supplies cost savings of (£0.055m).	Continue to review.
Community Assets	0.018	0.018	0.000	0.000	No Variance.	Continue to review.
Valuation & Estates	(0.813)	(0.814)	(0.001)	(0.144)	Workforce efficiencies of (£0.135m) achieved following staff releases within this Service area. This is offset by a shortfall in rent income from the Gaz du France site £0.143m, this shortfall was previously going to be met through reserves. Other minor variances of (£0.009m).	Continue to review.
Property Design & Consultancy	2.629	2.314	(0.315)	(0.278)	An additional (£0.200m) in Design & Maintenance fees over the budgeted income target have been identified. Projected costs of (£0.078m) relating to the demolition of Connah's Quay office has been met through alternative funding. (£0.025m) underspend on Statutory Monitoring. Other minor variances of (£0.012m).	Request to carry forward some of the underspend into 16/17.
Engineering Services	0.000	0.000	0.000	0.000	No Variance.	Continue to review.
Facilities Services	1.654	1.525	(0.129)	(0.099)	(£0.099m) additional income anticipated over and above income target from increased uptake in school meals. (£0.011m) salary savings from the Team Leader post that is currently vacant. (£0.019m) additional income anticipated due to new cleaning contracts awarded.	Continue to review.
Total Organisational Change	9.546	9.105	(0.441)	(0.519)		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
Chief Executives	3.087	2.909	(0.178)	(0.174)	The underspend is due to workforce savings of (£0.108m) and also a reduction in Core Funding Agreements of (£0.028m). There is an underspend of (£0.042m) relating to the budget required for performance related increments.	The employee savings of (£0.108m) are expected to be in-year only.
Total Chief Executives	3.087	2.909	(0.178)	(0.174)		

MONTH 10 - SUMMARY

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Month 9 (£m)	Cause of Major Variance	Action Required
Central & Corporate Finance	23.337	22.333	(1.004)	(1.136)	HRA Financing - The settlement amount changed after the budget was set. Based on all original assumptions this equates to a reduction in efficiencies of approximately £0.600m. However, there is no need to borrow this financial year, as capital expenditure is later than planned, resulting in short term savings from interest costs built into the budget.	Review of CLIA will identify overall position for possible mitigation.
Central & Corporate Finance					Balance of unused Non Standard Inflation from previous year (£0.240m) and current year (£0.125m). Pension Actuarial Review (£0.912m) due to lower than anticipated costs of additional contributions.	Review as part of Medium Term Finance Strategy, Corporate Financing Options. Consider realignment options.
					Projected under-recovery of contribution to pension fund £0.178m. Coroners projected 2015/16 overspend of £0.031m.	Keep under review. Continue to review.
					Estimated Workforce Efficiency of £0.300m considered unachievable in year.	Currently looking at other options.
					One off identified efficiencies (£0.300m) in relation to the Independent Living Fund (ILF).	Continue to review.
					Higher than projected income as a result of Rent Review for Unilever (£0.189m).	Continue to review.
					External Audit Fees are anticipated to be lower than budget (£0.088m) this is under review with Wales Audit Office. Received no charge on three quarters of the year in relation to corporate Bank Charges (£0.030m). Matrix rebates - lower income received due to less agency staff £0.030m.	Keep under review.
					One off / time limited, Unbudgeted costs of £0.356m in relation to former Euticals Ltd - Sandycroft site.	Keep under review.
					Minor Variances of (£0.015m).	Keep under review.
Total Central & Corporate Finance	23.337	22.333	(1.004)	(1.136)		
TOTAL	251.457	250.347	(1.110)	(1.242)		

2015/16 Efficiencies Month 9 - Under or Over Achieved

Portfolio	Original Efficiency	Revised Efficiency	(Under)/Over Achievement
	2015/16 £(m)	2015/16 £(m)	2015/16 £(m)
People & Resources			
Review of specialist finance functions to identify efficiencies in process	0.170	0.166	(0.004)
Ensure continuation of grant maximisation opportunities identified in 2014/15	0.100	0.066	(0.034)
Review of specialist human resources functions to identify efficiencies in process	0.105	0.000	(0.105)
Total People & Resources	0.375	0.232	(0.143)
Governance			
Procurement Supplier Charging	0.116	0.000	(0.116)
	0.116	0.000	(0.116)
Central and Corporate Finance			
Workforce efficiency proposal	0.300	0.000	(0.300)
Central Loans and Investment Review	1.830	1.230	(0.600)
Total Central & Corporate Finance	2.130	1.230	(0.900)
Social Services			
Develop means testing approach for minor adaptations	0.100	0.000	(0.100)
Review model/costs contracts for catering	0.050	0.000	(0.050)
Rationalise the number of sites where In-House short term care is provided	0.075	0.110	0.035
Develop a 'progression' model for Supported Living	0.250	0.145	(0.105)
Review commissioning with Action for Children	0.075	0.015	(0.060)
Regional approach to advocacy	0.053	0.005	(0.048)
Review and realign funding to voluntary sector	0.203	0.065	(0.138)
Total Social Services	0.806	0.340	(0.466)
Community & Enterprise			
Close the personal answering service for main switchboard telephone calls	0.099	0.125	0.026
Welfare Rights Team Review	0.020	0.035	0.015
Community Centres	0.048	0.096	0.048
Community Based Accommodation Support Service	0.030	0.090	0.060
Telecare Charging	0.200	0.139	(0.061)
Stopping sending remittance advices to Landlords	0.054	0.013	(0.041)
In-house bailiff service	0.100	0.070	(0.030)
Removal of Post Office as payment option	0.028	0.017	(0.011)
Review Single Person Discount	0.150	0.270	0.120
Total Community & Enterprise	0.729	0.855	0.126
Streetscene & Transportation			
Introduce non-generic Streetscene roles (3 year plan)	0.080	0.115	0.035
Develop Energy Production at Landfill	0.050	0.000	(0.050)
Rationalise HRC Sites	0.400	0.240	(0.160)
Removing the Waste Containers delivery service	0.150	0.100	(0.050)
Introduce Charge for 2nd Garden Waste Bin	0.050	0.025	(0.025)
Car Parking Charges	0.400	0.290	(0.110)
Cancel Real Time Info System	0.020	0.025	0.005
Charge Maintenance of Bus Shelters	0.005	0.000	(0.005)
Review subsidised bus routes	0.075	0.050	(0.025)
Externalise grass cutting service	0.075	0.025	(0.050)
Reduced Street Lighting resource	0.050	0.038	(0.013)
Remove second grass cut for highway verges	0.030	0.025	(0.005)
Reduce Cleansing standards zero tolerance litter	0.150	0.060	(0.090)
Part night street lighting in residential areas	0.020	0.030	0.010
Winter Maintenance (Car Parks and standard)	0.150	0.170	0.020
Total Streetscene & Transportation	1.705	1.193	(0.513)
Planning & Environment			
Staffing & Management Restructure (incl. all vacancies)	0.295	0.207	(0.088)
Staffing & Collaboration	0.024	0.040	0.016
Animal & Pest Control	0.030	0.007	(0.023)
Increased Planning Fees (15% WG increase)	0.135	0.050	(0.085)
Increase in number of Planning Applications	0.060	0.030	(0.030)
Additional elements of charging (discharge of conditions)	0.050	0.025	(0.025)
Total Planning & Environment	0.594	0.359	(0.235)
		%	£
Total 2015/16 Budget Efficiencies		100	12.874
Total Projected 2015/16 Budget Efficiencies Underachieved		17	2.246
Total Projected 2015/16 Budget Efficiencies Achieved		83	10.628

APPENDIX 4

Movements on Council Fund Unearmarked Reserves

	£m	£m
Total Reserves as at 1 April 2015	10.515	
Less - Base Level	(5.769)	
Total Reserves above base level available for delegation to Cabinet		4.746
Less - Allocation from the Contingency Reserve for the costs of the speed limit review		(0.210)
Less - Allocation from the Contingency Reserve for the contribution to meet the estimated increase in levy required to meet past and future claim liabilities in relation to the former Municipal Mutual Insurance company		(0.800)
Less - Allocation from the Contingency Reserve to meet the resource requirements for specialist social work for child protection		(0.100)
Plus projected underspend as at Month 10		1.110
Total projected Contingency Reserve as at 31st March 2016		4.746

HRA Major Variance Report - Period 10

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance (£m)	Variance Last Month (£m)	Cause of Variance	Action Required
Estate Management	1.634	1.569	(0.065)	(0.064)	Salary projections have contributed a (£0.054m) underspend. The remaining (£0.011m) relates to other minor efficiencies.	Keep under review.
Repairs & Maintenance	8.394	8.015	(0.379)	(0.207)	(£0.200m) of the projected underspend relates to stores materials. A (£0.029m) profit share relating to last year and careful monitoring has contributed to this underspend although this is a volatile area which could see spend increase in the remaining weeks. (£0.100m) relates to the anticipated underspend on sub contractors which is a result of using in-house trades. (£0.061m) relates to the in-year underspend on the cyclical painting contract. The remaining (£0.018m) relates to minor variances.	Keep under review.
Finance & Support	2.427	2.287	(0.140)	(0.122)	Removal of the projection for delivering the Handyman Service releases a (£0.038m) underspend. (£0.020m) of the projected underspend relates to consultancy and conferences. Redistribution of salaries across departments and services has realised a (£0.138m) underspend. Agile working equipment for HRA is projected to cost £0.050m. The remaining £0.006m relates to other minor costs. Cleaning charges for the community centres brought into the HRA from Council Fund have received a charge in the amount of £0.051m which was an unexpected cost. Utility costs relating to the transferred community centres are set to overspend by £0.030m. Recharges of subcontractor works from R&M have increased to £0.109m due to a review of all subcontractor costs; this will be a recharge at yearend. £0.122m relates to a post audit adjustment relating to Housing Subsidy.	Keep under review.
Landlord Services	0.882	1.072	0.190	0.192		Keep under review.
HRA Subsidy	0.000	0.122	0.122	0.000		Keep under review.
Other variances (aggregate)	(13.103)	(12.923)	0.180	0.119	£0.173m relates to an increase in our contribution to the capital budget to avoid borrowing unnecessarily. The remaining £0.007 relates to minor costs.	Keep under review.
Total :	0.234	0.142	(0.092)	(0.082)		

Carry Forward Requests 2015/16**COMMUNITY & ENTERPRISE****Regeneration**

An amount of £0.050m for investment costs relating to Town Centre projects which have been delayed. This is the match funding element of European Union funding.

£0.036m for North Wales Economic Ambition Board (EAB) activity which has been delayed due to resource availability.

An amount of £0.012m has been received from for private sponsorship which is to contribute to Flintshire Business Week (FBW) 2016.

GOVERNANCE**ICT**

Request to carry forward £0.042m for provision of Event and Log Management solutions. Implementation has been delayed due to the need to implement Microsoft management system software to maximise the functionality of the Event and Log Management solutions. This amount is currently held in the service balances reserves.

EDUCATION & YOUTH**21st Century Schools**

£0.080m for 21st Century Schools/School Modernisation which will be used to fund the condition surveys on all schools needed for Band B schemes moving forward.

STREETSCENE & TRANSPORTATION**Car Parks**

An amount of £0.054m for infrastructure costs at the County Hall car park and Flint Car Parks. Due to delays in the implementation of Flintshire's car parking strategy works have not been fully completed this year.

Transportation

£0.170m for JMP who have been engaged to undertake a fundamental review of the transport service provision to identify savings opportunities and efficiencies within the current operating arrangements. Transportation savings already made in 2015/16 allow for this carry forward request to be made, which relates to the JMP gain share payment for phase 2 of the implementation.

School Transport

£0.040m requested due to an early Easter this year which means the number of schools days will drop in 2015/16 but increase in 2016/17. The carry forward balance will be required to cover the cost of the additional days in the new financial year in addition to £0.090m already held for this purpose within service balances reserves.

Speed Limit Review

£0.030m for advertisement and infrastructure works. A delay in the completion of the speed limit review due to complex public objections impacting on project milestones. Five sites are committed to being completed at the start of the 2016/17 financial year.

PLANNING & ENVIRONMENT**Pollution Control**

£0.060m for investigatory works at former landfill sites that were intended to be completed by 31st March 2016. One of the sites has complex constraints and works cannot begin on site until the summer of 2016. The contract tenders have already been issued via a framework agreement in order for the contract to be let and works to begin within the revised timescale.

Directorate Support

£0.017m for laptops to facilitate the move to agile working and to support asset rationalisation. These will not be available until after the end of the financial year, however a commitment had been made to purchase these out of the 2015/16 financial year.

ORGANISATIONAL CHANGE**Property Design & Consultancy**

Request to roll forward £0.200m. This financial year Maintenance and Design have exceeded income expectation, however next year there will potentially be a shortfall as more feasibility works have been commissioned which are non-chargeable. The service is also being subject to a restructure resulting in a new method of fee charging.

SOCIAL SERVICES**Development & Resources**

£0.118m for project management staff to enable achievement of future business planning efficiencies. A one-off budget was allocated to Social Services as a business plan investment in 2015/16, however the project work has been delayed due to delays in the recruitment of staff.



CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday 14 April, 2016
Report Subject	Forward Work Programme
Cabinet Member	N / A
Report Author	Member Engagement Manager
Type of Report	Operational

EXECUTIVE SUMMARY

Overview & Scrutiny presents a unique opportunity for Members to determine the Forward Work programme of the Committee of which they are Members. By reviewing and prioritising the Forward Work Programme Members are able to ensure it is Member-led and includes the right issues. A copy of the Forward Work Programme is attached at Appendix 1 for Members' consideration which has been updated following the last meeting.

The Committee is asked to consider, and amend where necessary, the Forward Work Programme for the Corporate Resources Overview & Scrutiny Committee.

RECOMMENDATION

1	That the Committee considers the draft Forward Work Programme and approve/amend as necessary.
2	That the Member Engagement Manager, in consultation with the Chair and Vice-Chair of the Committee be authorised to vary the Forward Work Programme between meetings, as the need arises.

REPORT DETAILS

1.00	EXPLAINING THE FORWARD WORK PROGRAMME
1.01	Items feed into a Committee’s Forward Work Programme from a number of sources. Members can suggest topics for review by Overview & Scrutiny Committees, members of the public can suggest topics, items can be referred by the Cabinet for consultation purposes, or by County Council or Chief Officers. Other possible items are identified from the Cabinet Work Programme and the Improvement Plan.
1.02	In identifying topics for future consideration, it is useful for a ‘test of significance’ to be applied. This can be achieved by asking a range of questions as follows: <ul style="list-style-type: none"> 1. Will the review contribute to the Council’s priorities and/or objectives? 2. Is it an area of major change or risk? 3. Are there issues of concern in performance? 4. Is there new Government guidance of legislation? 5. Is it prompted by the work carried out by Regulators/Internal Audit?
2.00	RESOURCE IMPLICATIONS
2.01	None as a result of this report.
3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Publication of this report constitutes consultation.
4.00	RISK MANAGEMENT
4.01	None as a result of this report.
5.00	APPENDICES
5.01	Appendix 1 – Draft Forward Work Programme
6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None. <p>Contact Officer: Robert Robins Member Engagement Manager</p> <p>Telephone: 01352 702320</p>

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7.00	GLOSSARY OF TERMS
7.01	Improvement Plan: the document which sets out the annual priorities of the Council. It is a requirement of the Local Government (Wales) Measure 2009 to set Improvement Objectives and publish an Improvement Plan.

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Corporate Resources Overview & Scrutiny Committee Forward Work Programme 2016/17

DATE		O&S Focus	REPORT FROM
Thursday, 12 th May 2016 10.00	Flintshire Community Endowment Fund	Assurance	Karen Armstrong
	Improvement Plan 2016/17	Information and development	Karen Armstrong
	Welsh Language Standards	Information	Fiona Mocko
	Revenue Budget Monitoring (Month 11)	Monitoring	Sara Dulson
	Forward Work Programme	Approval and development	Robert Robins
Thursday, 16 th June 2016 10.00	Year end Improvement Plan Monitoring reports	Assurance and comment	Robert Robins
	Year end Chief officer Performance reports.	Monitoring	Robert Robins
	Revenue Budget Monitoring (Month 12)	Monitoring	Sara Dulson
	Forward Work Programme	Approval and development	Robert Robins
Thursday, 14 th July 2016 10.00	LSB and strategic Partnerships Performance – end of year report	Assurance	Karen Armstrong
	Revenue Budget Monitoring 15/16 – outturn	Monitoring	Sara Dulson
	Forward Work Programme	Approval and development	Robert Robins
Items to be scheduled	Health and Well-being update	Information	
	Customer services and Call-handling update	Information	

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